

# St Peter's Church, Petersfield, Hampshire



HALL MANAGEMENT COMMITTEE  
REGULATIONS AS TO LETTING at 23 January 2018

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To be retained by the hirer

All applications for bookings must be made on the appropriate form, to be obtained from the Parish Office:

REGULATIONS AS TO LETTING at 23 January 2018

**The hirer is responsible for their own public liability insurance and property insurance** (this may be covered under a household contents policy). **Regular hirers should provide a copy of their insurance policy schedule when requested.**

1. **Booking fees are payable in advance** before the date for holding the event and should be forwarded to the Parish Office together **with the completed booking form**. Until payment is made the booking remains unconfirmed and liable to be cancelled.
2. **A deposit of £20 is payable when collecting the key.** This is returned when the key is brought back, if the hall has been left clean and tidy. A cheque for £20, which can be torn up later, is the simplest way to do this.
3. The term 'hirer' shall be recognised as the person accepting responsibility for the booking of the Hall and must be twenty-one years of age or over.
4. The management committee reserve the right to refuse bookings if the use is in conflict with the ethos of St Peter's Church.
5. **The hirer shall be responsible for collecting the key prior to the hiring - on a Friday morning if the booking is over the weekend, or on the morning of the event from the Parish Office. The office is open from 10.00am - 12 noon every weekday morning.** The hirer shall be responsible for returning any keys lent to the hirer, to the Parish Office in Church Path, Petersfield, immediately at the end of the hiring.
6. In the event of the kitchen or other rooms being used for catering purposes, the hirer must immediately after such use, remove his own equipment, waste etc, and is responsible for seeing that the premises and equipment **are left in a clean and tidy condition.** **The hirer should provide own tea towels and washing up liquid.**
7. **Hot water** is always on. There's no need to turn on any switches.
8. **Heating** is on, but can be adjusted by the digital thermostat next to the large hall door if needed. The hirer shall be responsible for ensuring that all lights are turned off at the end of the function and that the main hall is swept through. A broom is located in the broom cupboard.
9. The hirer shall be responsible for seeing that all members of the public leave the premises at the conclusion of the letting and for seeing that the premises are left secure.
10. The hirer shall be held responsible for any damage or breakage occasioned by reason of the letting, and will be charged the cost of repair or replacement as may be determined by the Management Committee.

11. Hirers who hold a hall key on a permanent basis are under a duty to keep it safe at all time, not to lend it out to any other person and to return it to the Parish Office at the end of the hiring. Such hirers must ensure that the hall is left locked and secure on their departure. Failure to do so will render them liable for any subsequent damage caused by leaving the premises unsecured.
12. Fees for a block booking should be paid quarterly in advance on receipt of the invoice.
13. Cancellation of block bookings (over ten sessions) can only be accepted if notification is received in writing one calendar month or more *in advance* of the last block booking.
14. Cancellation of other bookings can only be accepted if notification is received in writing twenty one days or more in advance of the event. No fees will be refunded unless notice of cancellation is received at least twenty one days before the event.
15. The Management Committee reserves the right to refuse any application for hire without giving a reason.
16. Hiring fees are shown on the enclosed form.
17. All functions should end by 11.00pm unless prior agreement has been made with the Parish Office but in any event by 12 midnight.
18. No music will be played after 11.00pm in any circumstances.
19. **Smoking is not allowed** in any part of the church hall.
20. Rules and Regulations for this hall are shown in the Health and Safety Policy Statement. A copy of this is on the hall noticeboard. It is the responsibility of the hirer to make themselves aware of this.
21. In the event of a fire, the hirer is responsible for evacuating the building of all persons and contacting the fire brigade and/or Police. The nearest telephone is situated outside the Police Station in St Peter's Road - from the hall, turn right and it is on the left hand side just past the school.
22. **Under Health and Safety Regulations, bouncy castles are not allowed on the premises.**
23. If it is intended to provide intoxicating liquors of any kind, whether by sale or free of charge to persons who have paid for admission to the Hall, application must be made in the proper manner through a Licensee to the Licensing Justices for that purpose. This means that a Justice's Licence must be obtained except in the case of a genuinely private party where the guests do not pay for their drinks or for admission to the event. No intoxicating liquor shall be supplied to any person under the age of eighteen, and no person under the influence of drink shall be allowed to enter or remain in any part of the premises.
22. Hirers are required to have their own license for public performance of recorded music.
23. All hirers should ensure that any portable electrical appliances brought in by a user to the hall have been PAT tested.
24. The hirer should be aware that St Peter's Church operates a Safeguarding Policy. **You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.** Please ensure you have read our Safeguarding Policy, a copy of which is displayed on the hall notice board.