

The Parochial Church Council of St Giles' Church, Exhall, Coventry CV7 9GZ

CONDITIONS OF HIRE OF CHURCH HALLS

1. The Hall booking will be confirmed when a non-returnable deposit of one quarter of the total hire charge or a minimum deposit of £5, whichever is the greater, has been paid to the Church Halls' Administrator.
2. The total hiring charge must be paid to the Church Halls Administrator within 14 days prior to the date of hiring.
3. There is a charge of £15 for cleaning.
4. The hall capacity for a seated reception is 120 in the Main Hall and 60 in the Small Hall.
5. All preparation and clearing time must be included within the hire times.
6. The premises must be completely vacated by 11.30 pm, except with permission of the PCC (a request must be put in writing at least 2 months before the event date).
7. A bond of £100 shall be held by the Parish Office against any loss or damage that arises from the hiring of the premises, or lack of compliance with the Conditions of Hire. This can be collected 48hrs after end of hire subject to conditions being met.
8. All damage must be reported to the Parish Office on 024 7636 8008 or office@stgileschurchexhall.info within 24hrs.
9. ***All regular hall users must have their own Safeguarding Policy, Public Liability Insurance and Risk Assessment. A new booking will only be confirmed after these have been received by the Church Halls' Administrator.***

PLEASE OBSERVE THE FOLLOWING RULES

10. In the Main Hall, the use of or access to the stage area behind the curtains is strictly prohibited unless prearranged. This is for Health and Safety reasons.
11. SMOKING IS STRICTLY PROHIBITED IN BOTH HALLS: Under Section 8 of the Health Act 2006, if the hirer permits smoking in either of the Church Halls, they may be liable to prosecution and forfeit of bond.
12. The Fire Exits must be kept clear at all times and are for emergency use only.
13. The premises are not licensed for the sale of alcohol.
14. **No polish, similar materials or water to be applied to the floor.** The floor is to be swept after use of glitter, sequins, confetti etc. Please do not undertake or allow activities in the hall which risk significant damage to the floor e.g. roller skating.
15. The Hall must not be left unattended during the hire period.
16. The hirer is responsible to ensure buildings are left in a secure, clean and tidy state. Bins are to be emptied into the large wheelie bin in car park. (If this is full leave rubbish in tied bin bags adjacent to it).
17. The hirer is responsible for switching off heaters and lights, and ensuring all doors and windows are secured at the end of the period of hire.
18. The Hirer is liable for the cost of replacement of damaged or missing property or any extra cleaning considered necessary.
19. Furniture in Main Hall: All tables are to be stacked on trollies provided and placed in the store room. Chairs to be stacked neatly in fives against the long walls. Please do not stack in front of the kitchen or the stage.
20. The switches for the heaters and lights are in the Plant Room. Please remember to switch off after use.
21. The lights in the toilets and the car park are automatic.
22. The parking of vehicles in the car park is at the owner's own risk.
23. Please note: Halls are routinely cleaned only at weekends. Please do not leave any waste in bins that is liable to decompose or attract vermin (eg food waste or soiled nappies).
24. Please note that we do not allow any activities inappropriate for church premises, e.g. spiritualist meetings, tarot card readings and Halloween parties.
25. The hirer is responsible for the return of the keys to the key holder at the end of hire.

I confirm that I have read the Conditions of Hire and understand that failure to comply with any of the above conditions may result forfeiture of my bond, wholly or in part.

PLEASE KEEP A COPY FOR YOUR RECORDS AND RETURN A SIGNED COPY ALONG WITH YOUR BOND AND DEPOSIT.

Date of Booking _____ Name _____

Signed _____ Date _____