Parish Church of St Matthew

Registered Charity No. 1132508

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Conditions of Hire of Premises

Scale of Charges

A scale of hourly charges is agreed by the Parochial Church Council (PCC) and is available to hirers separately – telephone the Parish Office on 020 8681 3147. These charges may be revised from time to time. The signing of an application form for the hire of any part of the Church premises, constitutes a hiring agreement between the hirer and the PCC. Charges include the use of normal fixed lighting facilities as provided and seating as agreed. The premises will be clean on the arrival of the hirer and must be handed back in a similar condition, unless a separate charge has been agreed to cover this additional work. Heating is provided as agreed in the inclusive hire charge. Hirers are NOT permitted to provide their own heating.

Conditions of Use for Hirers

1. Enquiries for the use of Church premises should be made in the first instance to the Parish Administrator, who acts within the jurisdiction of the PCC and/or the Vicar/ Churchwardens. Applicants are advised to make arrangements to see the area desired in order to ascertain its suitability for the intended purpose.

2. The PCC reserve the right to refuse any hiring without giving any reason and to terminate a hiring prematurely if any conditions are broken, or to impose any limit to the intended number of persons attending.

3. Only the areas booked and the equipment specified in the booking may be available on the day specified. Toilets and the first vestibule are included in all bookings, along with free passage, ONLY, through the main foyer. If the main foyer is being used as a pick-up and drop- off area for parents and children, the Hirer must ensure that the area is treated with respect, that children are not allowed unsupervised access to this area, and that church property is not damaged or interfered with. Children are not allowed in the kitchen.

4. Though every effort will be made to avoid this, the PCC reserves the right to cancel any hiring, even at short notice. If possible an alternative will be offered, or the hire charge will be returned.

5. Special arrangements are made for hire of the complex during Holy Week and on a Sunday.

6. All applications for hire must be made on the booking form provided by the PCC, though informal enquiries may be made without this formality.

7. All hire charges and deposits must be paid at the time of invoicing. No period of hire may commence without the necessary deposit received.

8. The PCC reserve the right to revise the hire charge from time to time, and if this is the case advance notice will be sent to regular users informing them of the new rate and start date.

9. The minimum hire period is ONE HOUR.

10. The Hirer must agree to vacate the premises on time, or to pay any overtime if an extension is granted. In the event of a Hirer not arriving within half an hour after the commencement time of the hire, the PCC reserve the right to consider the hire cancelled, without return of any payments received.

11. No refunds for cancelled bookings will be given if the cancellation is made less than twenty-eight days before the date of the booking

12. All designated fire escape doors and routes must be maintained at all times. Users should familiarise themselves with the Fire and Evacuation procedures contained in the attached Fire Safety Note.

13. Smoking, gambling, drugs, weapons, imitation firearms, ammunition, obscene articles or publications (as defined under the Obscene Publications Acts 1959 & 1954) or the like are **NOT PERMITTED** on the premises. Consumption of alcohol is permitted but not permitted for sale unless you have obtain a license. Please remember that the church is in a residential area so you must leave quickly and quietly after your booking has ended.

14. Nails, tacks, screws or other fixtures may not be driven into any part of the building or fixtures and fittings. No sticky tape or sticky tack should be used on painted areas. Floors must be swept ONLY with the soft bushes/mops provided (in the cleaning cupboard next to the ladies toilet) and **all rubbish must be taken away**. No preparation or polish of any sort may be applied to the floor. Hirers are specifically responsible for any damaged caused to the floor and will be required to pay for any reinstatement procedures necessary. If you do need to use tape to mark out the floor, please contact the Parish Administrator, and they will give you some special tape to use.

15. Furniture must only be moved with the prior permission of the PCC. No alterations may be made to the electrical installation. Only equipment having appropriate voltage setting may be connected to the electrical installation and the Hirer is responsible for the safety of the equipment and its proper connection and use.

16. Notices must only be displayed on designated notice boards and with the specific permission of the Parish Administrator before, during or after events for which the premises are hired.

17. The PCC do not make any undertaking that the premises are suitable for the purpose intended, and specifically draw attention to the need for local authority and other licences, under certain circumstances. THESE ARE THE RESPONSIBILITY OF THE HIRER.

18. Our premises are licensed for the provision of regulated entertainment, namely plays, films, live music, recorded music, performance of dance and the provision of facilities for making music and dancing. If the premises are to be hired for such an event this must be discussed fully with the Parish Administrator at the time of booking to ensure the event falls within the scope of our licence.

19. If the Hirer intends to use the premises for a regular activity they must hold their own Public Liability Insurance, and provide evidence of this if requested. If the booking is for an Election meeting or for fetes/bazaars/sales of work or similar fund raising activities the Hirer must show evidence of a policy of insurance indemnifying him against claims and proceedings by any person in respect of damage, injury or death arising directly or indirectly from the hirer's use of the premises. The limit of the indemnity in such a policy shall not be less than £1,000,000.

20. The Hirer undertakes to ensure that the premises are used in an orderly way and for the purpose stated in the hiring agreement, and is responsible for the behaviour of persons it invites or permits on the premises during the hire periods. The Hirer shall reimburse the PCC the cost of making good any damage to the premises, churchyard or car park, arising from the Hirer's use, however caused, including (but not limited to) loss or damage to furniture and equipment on the premises whether or not owned by the PCC.

21. The premises are maintained by the PCC in a condition safe for normal use but no liability can be accepted, and the Hirer will indemnify the PCC from any loss, if any particular use by the Hirer results in injury to any person. A First Aid Kit is available above the coat rack in the foyer and the kitchen and if this is used, an Accident Report (located beside the first aid kit in the foyer) must be filled in and returned to the Parish Office.

22. The PCC does not hold itself responsible for any goods or effects belonging to the Hirer, or members of the organisation that they represent, or belonging to visitors to the premises during the hire period.

23. Where the premises are hired for activities with children and adults who may be vulnerable, the hirer is required: to read the 'St Matthew's Code for Safer Working Practice Agreement' to ensure that children are protected at all times; by taking all reasonable steps to prevent injury, loss or damage occurring; that adequate adult supervision must be provided at children's activities; not to let children into the kitchen, unless prior permission has been given at the time of booking.

24. Bouncy castles and other inflatable equipment must not be used on the premises without prior permission from the Parish Administrator at the time of booking. You will need to make sure that you have own insurance, that the bouncy castle is specifically an indoor one, and that it will fit in our hall as we do have sloping ceilings.

25. **Helium filled balloons are not allowed in the hall as these can become entangled in the ceiling fans.**

26. The monitor in the Hall is for use by permission only by the Parish Administrator It is not to be used as a TV so can only be used as a monitor to which you can plug a laptop into.

27. No charging of electric bicycles, scooters or cars is permitted on church premises.

28. The PCC, or its officers, reserve the right to enter any part of the premises during the period of hire, as they may deem necessary for the proper supervision of the premises.

29. Failure to comply with these rules may render the Hirer ineligible for further periods of hire.