

APPLICATION FOR OCCASIONAL HIRE OF THE PARISH CENTRE



The Parish of
St Mary the Virgin
 STANWELL
 &
St Matthew
 ASHFORD

Hirer

<i>Name of Group/Individual</i>	<i>Day and Date of Hire</i>	<i>No. of attendees</i>
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<i>Contact name and address</i>	<i>Telephone numbers</i>
	<i>E-mail</i>

Reason for Hire

Booking Period				Full / Charity (per hour)
<i>Please ensure the booking period covers sufficient time for set up and clear up. The premises may not be entered before the start time stated and must be cleaned and completely vacated by the end time stated.</i>	<i>Large Hall</i>	<i>From</i>	<i>To</i>	£30/ £25
	<i>Small Hall</i>	<i>from</i>	<i>to</i>	£20/£18
	<i>Both</i>	<i>From</i>	<i>To</i>	£50/£38

To confirm your booking, we will require either £50 (up to 3 hours) or £100 (over 3 hours) security deposit. Please use **Sort Code: 309442 Account No: 01637518** using your name as a ref. Alternatively please send a cheque, payable to **St Matthew's Church Hall Maintenance Account**. This will be refunded on successful completion of booking once premises are to be found in a state complying with the terms and conditions enclosed. If your booking is for a charity you will need a charity number to receive this discount. The full payment plus any extra attendance charges (see leaflet and Terms & Conditions) must be paid in full by the date requested.

I would like to book the parts of the Parish Centre stated above and I have read and agree to comply with the terms and conditions. I acknowledge this is an application to hire and not a formal hiring agreement.

Please return to:
 The Parish Office
 The Vicarage,
 Ashford, Middlesex
 TW15 2NY
 01784 252459
hall@smam.org.uk

<i>Signature</i>	<i>Date</i>
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If you wish to be contacted in the future regarding events in the parish that may be of interest to you, please mark this box. We will never pass your details on to anyone else.

For Office Use ONLY: DP AC DC IN HA Hc REF

Terms & Conditions of Hire of St Matthew's Parish Centre

1. The term "the Hall" means St Matthew's Parish Centre.
2. The term "the Hirer" means the person making the booking/reservation and signing the "Booking Form" as the official representative.
3. The term "the Management" means the committee designated by St Mary's and St Matthew's PCC, to manage and run the Parish Centre Halls.
4. The term "Hall Premises" means the entire facility of St Matthew's Parish Centre.

Use of Kitchen – Specific Terms & Conditions

1. THE HIRER SHALL BE RESPONSIBLE FOR ALL MATTERS RELATING TO FOOD & DRINK HYGIENE especially in the preparation of Food & drink when hiring the premises. The Management cannot be held responsible for any food or drinks prepared on or off the premises by the Hirer or those responsible for catering during the Hire period. In addition, the Management cannot be held responsible for the maintenance of correct temperatures in the refrigerator(s), freezer(s) and oven(s) on the premises. All foods and beverages served on the premises are solely the responsibility of the Hirer.

General Conditions of Hire

1. All correspondence relating to the hiring must be conducted with the Parish Centre Administrator, or other authorised person.
2. When determining the hire period you will need to include any time required for setting up beforehand and clearing up afterwards. The Hirer is expected to clear up after the function and be clear of the premises at the end of the booking period. If the caretaker is kept beyond this time a charge of £25.00 per 15 minutes, or any part thereof, will be charged and deducted from the deposit, and any balance due will be invoiced to the Hirer.
3. Persons under 21 years of age must have written parental consent for any hiring and parents must be present during the whole of the function.
4. The number of persons using the premises shall not exceed the number authorised.
5. The Hirer is responsible for the Stewarding of the premises during the hire period and shall provide sufficient stewards to maintain good order in the Hall during the period of hire.
6. The Hall shall only be used during the time and for the purposes stated on the Booking Form. The Hirer shall not sub-let or assign the Hall or any part thereof.
7. Certain functions require a refundable deposit payable in advance. Deposits must accompany the application. The deposit will be returned if the application is not accepted. If the application is granted the hire charge must be paid in full no less than 14-days in advance of the function date.
8. Deposits will be refunded to the Hirer if the Terms and Conditions are adhered to. If any aspect of the Terms and Conditions are not met, the Management reserves the right to retain the deposit. This will include if the premises are not vacated within the booking period, if any damage of any kind has been made as a result of the hiring or if the premises are left in an unclean state.
9. The Hall must not be used in connection with any religious rite or ceremony other than the Christian Faith unless by prior written agreement from the Parish.
10. If the Hirer cancels the booking with fourteen or more days' notice of cancellation then only the initial deposit may be retained by the Management. If less than fourteen clear days' notice of cancellation is given then the whole of the hire charge will be payable.
11. The Hirer shall permit duly authorised Officers of the Hall and Police Officers to have free access to all parts of the building during the hiring and shall comply with any directions given by them.
12. The Management reserves the right to refuse admission to, and remove from the Hall any person without stating any reason.
13. No article such as musical instruments, tables, chairs, flowers or food may be delivered to the Hall before the booking time on the day of hire unless prior arrangements have been made with the Parish Centre Administrator or other official representative of the Management to allow this.
14. The Hirer shall not permit any gas fittings, electric fittings, seating fittings or other fixtures and fittings in any part of the Parish Centre to be removed or altered without prior consent in writing to the Management.
15. No nails, tacks, screws, etc., shall be driven into any walls, floors, fittings, furniture or structure, or adhesive substances used on them.
16. No fixings may be made to any part of the premises. Poster and display materials can only be used by obtaining written permission in advance from the Management.
17. The Hirer shall not permit, without previous written consent, the installation or use of any sound equipment, additional lighting (including spotlights) or heating apparatus of any kind beyond that provided by the Management unless prior agreement is arranged and the details confirmed in writing. ANY ELECTRICAL ITEM BROUGHT INTO THE HALLS MUST BE COVERED BY A VALID PORTABLE APPLIANCE TESTING CERTIFICATE.
18. The use of any materials for preparing the floors for dancing is prohibited.
19. The Hirer shall not permit the entrance or exit doors to be fastened up or taken off or any entrance or exit doors to be obstructed in any way.
20. The Hirer will be responsible for ensuring that people dancing in the Hall have suitable footwear. Any footwear with studs is not permitted in the building.

21. Unless prior arrangement has been made the Hirer is responsible for ensuring that the premises are left in a clean and tidy condition and shall comply with any instruction given by the Caretaker. The Hirer will be charged for any cleaning work required.
22. Tables and chairs are to be stacked after use, as found, and all areas are to be kept clean. In particular, the kitchen area and all kitchen appliances must be cleaned after use. All food and any rubbish must be taken away and disposed of.
23. The toilets must be left in a clean state.
24. Damage of any kind (except that caused by accidental fire) sustained by the premises, fixtures and fittings, furniture, structure and fabric of the building and any other chattels therein arising out of, in connection with or as a consequence of the hiring, shall be made good by the Hirer to the satisfaction of the Management.
25. The Management reserves the right to retain the Deposit or part thereof in order that the said premises may be returned into a suitable condition.
26. The Management shall be entitled to retain all articles and things brought to the Hall by or for the use of the Hirer until all sums due are paid and the requirements of these rules have been fulfilled.
27. THE PREMISES ARE NOT LICENCED FOR THE SALE AND CONSUMPTION OF ALCOHOL.
28. Where the sale of alcoholic refreshments is intended, the Hirer shall be responsible for obtaining suitable licence, which must be produced to the Management before the event takes place. In the event that such licences are not produced the Management reserves the right to immediately cancel the booking. Any such sales must terminate 30 minutes before the hiring ends, unless the licence states an earlier time. No other time allowance is permitted for cleaning up.
29. No alcohol shall be sold or consumed by any person under the age of 18 and the Hirer shall indemnify the Management from misuse of the law.
30. SMOKING IS PROHIBITED WITHIN THE PREMISES AT ALL TIMES.
31. No public performance of a play or showing of a film, nor any public dancing, singing, music or other public entertainment of the like shall be performed on the premises unless any necessary licence has been obtained from the appropriate authority, and all necessary measures taken to fulfil the conditions of that licence (proof of this will be required).
32. If necessary, the Hirer shall secure compliance with the law relating to copyright and with the conditions of any stage licence, music and dancing licence, cinematography licence, performing rights society licence or phonographic performing limited licence which may be applicable to the hire of the Hall. In addition, they must supply the Management with any information reasonably required for any of these purposes and shall be responsible for obtaining any licence required in connection with the hire that is not already held by the Management.
33. The Hirer shall not permit the playing of any game in respect of which a Gaming Licence must be in force in accordance with the provisions of the Finance Act 1966 and regulations made hereunder.
34. The Hirer shall indemnify the Hall owners against any failure to observe these rules.
35. No inflammable films shall be used on the premises.
36. The Hirer must read the instructions for action in case of fire and be familiar with exit locations and all fire extinguishing equipment.
37. The Hirer shall not permit persons to trespass in parts of the building not engaged by the Hirer.
38. The Hirer shall use his best endeavours to ensure that persons entering and leaving the Hall do so in a quiet and orderly fashion. The Hirer is responsible for maintaining good order of and within the Hall and ensuring minimum disturbance to our neighbours during and after the function.
39. Good Order includes control of the noise levels specifically any music, both live and recorded, and during the dispersal of guests at the end of the function.
40. If the Hirer shall fail to observe or perform in any respect or secure due observance or performance by others of these conditions, the Management may without notice forthwith, withdraw the Hirer's rights under the hire agreement and effect immediate vacation of the premises. Such determination shall not release the Hirer from any of his obligations under the hire agreement or affect any right or remedy which the Management shall be entitled any monies paid by way of deposit, and to sue for any balance outstanding.
41. The Management reserves the right by notice to the Hirer to terminate the hire agreement at any time whenever they are of the opinion that the continued hiring would not be in the interest of good management of the Hall. In this case, the Management shall not be liable in damages or otherwise in respect of their actions under this clause. Should termination of the agreement under this condition occur, the Management may, at its discretion return to the Hirer any monies paid, but shall not be liable for any loss or damage the Hirer may sustain.
42. No liability is accepted by or on behalf of the Management and St Matthew's Church for loss or damage to any property, persons or things arising out of the hire or use of the Hall premises or fixtures, equipment or fittings therein, or use of the facilities provided during the hire period. The Hirer shall ensure that proper care is taken of valuables.
43. The Hirer shall indemnify the Management and St Matthew's Church against all actions, claims and demands (whether on account of personal injury, damage, or loss of property) which may be brought against the Management and St Matthew's Church on behalf of any person whose presence in the Hall is in any way connected with the use of the premises by the Hirer and whether or not caused by or contributed to by the Management and St Matthew's Church or any of its officers.
44. The Hirers signature on the Booking Form shall constitute full and formal acceptance of all the terms and conditions of hire contained herewith