

# **ST GERMAINS CHURCH HALL**

City Road, Edgbaston, Birmingham B17 8LF

## **CONDITIONS OF HIRE FOR SINGLE BOOKINGS**

### **1 INTRODUCTION**

#### 1.1 In these conditions:

The Hall Manager is authorised to act for the Church in connection with the Hall and can be contacted by email or phone. Tel: 0121 429 3431  
Email: hallmanager@stgermains.org.uk

The Church means St Germain's Church Parochial Church Council acting by its Hall Manager or other officer

The Deposit is payable on booking and refundable under Condition 3.6

The Function is the purpose for which the Hall is hired

The Hall means St Germain's Church Hall

The Hirer means the responsible person signing the booking form who must be aged 18 years or over

1.2 Officers of the Church have the right of free access to the Hall throughout the Function and may exclude any person from the Hall for safety or operational reasons.

1.3 Bookings are not confirmed until the booking form has been signed on behalf of the church.

1.4 If the Hirer is in material breach of any of these Conditions the Church may immediately terminate the Function and forfeit the charges and deposit.

### **2. RESPONSIBILITY OF HIRER**

2.1 In signing the booking form the Hirer accepts personal responsibility for:

- a) Paying all sums due to the Church under these Conditions;
- b) Making sure these Conditions are observed by all those attending the Hall for the Function;
- c) Maintaining good order;
- d) The health and safety of those attending the Function

2.2 The Hirer must remain at the Hall throughout the Function

- 2.3 The Hirer must not transfer the benefit of hiring to anyone else without the Church’s written agreement
- 2.4 The Hirer must reimburse the Church for all costs from damage, breakages or breaches of these Conditions. If this is more than the Deposit the Hirer must pay the balance within 7 days of being asked to do so.
- 2.5 The Hirer must take full care of children and young people attending the event in line with the Parish Child Protection Policy displayed in the hall.

**3 AVAILABILITY & CHARGES**

3.1 The charges for hall hire are:

1<sup>st</sup> hour £35, subsequent hours, £30 per hour.

3.2 The times for hall hire are:

Monday .....1.00pm – 5.00pm  
 Tuesday.....2.00pm – 6.00pm  
 Wednesday.....1.00pm – 6.30pm  
 Friday – Saturday..... 9.00am – 11.00pm  
 The hall is NOT available on Thursday & Sunday

3.3 Hirers may check the availability of the slot they require on the following online calendar:

[hallbookings.stgermains.org.uk](http://hallbookings.stgermains.org.uk)

Note: During school holidays additional times may be available by arrangement.

3.3 Hirers should contact the Hall Manager for details of when the Hall is available for hire. There are regular hall bookings which CANNOT be cancelled

3.4 The full charge plus a deposit of £100 is payable on booking. The deposit is refundable under Condition 3.6

3.5 The hall will be unlocked at the start of the hall hire time by a church member. The Hirer must be present at the church at the agreed opening time otherwise the Hirer will incur charges – at £10 for every 20 minutes waiting time

- 3.6 The Deposit will be returned within 14 days unless the Church intends to claim against it, in which case it will be kept until the amount of the claim has been decided. The Hirer will be informed of the amount and reason why money is being retained.

#### **4 USE OF HALL**

- 4.1 Hire of the hall includes the use of the kitchen and toilets but **DOES NOT** include use of the stage or other rooms in the Hall building
- 4.2 The Hirer and guests do not have access to the toys and equipment. If any of the above are removed or damaged, money will be retained from the deposit to cover replacement costs.
- 4.3 Hirers and their guests may park on the tarmac and in front of the church,
- 4.4 Hirers may use the grassed areas in front of the hall and between the church and the Hall.

#### **5 CANCELLATIONS**

- 5.1 Cancellations must be made in writing to the Hall Manager. If this is not done the full charge is payable.
- 5.2 If the booking is cancelled more than 7 days in advance, the charge will be refunded less £10 administration fee.
- 5.3 If the booking is cancelled 7 days or less in advance the charge will be refunded less £25 administration fee.

#### **6 FIRE SAFETY**

- 6.1 The Hirer must provide one steward per 50 persons (or part) attending the Function.
- 6.2 The total number of guests at any event cannot exceed 120 persons.
- 6.3 The Hirer must ensure all stewards are briefed on the location of the fire exits and fire fighting equipment before the Function starts.
- 6.4 The Hirer must ensure fire exits and escape routes are not obstructed.
- 6.5 In event of a fire, the designated Chief Fire Officer should take the fire log book to the assembly point. Included in this log is the asbestos management plan which should be shown to any fire officers who attend the scene.
- 6.6 All details of any incident should be recorded in the fire log and the vicar, administrator or church wardens.

#### **7 HEALTH & SAFETY**

- 7.1 Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the Hirer to ensure that the premises are safe for the purposes for which they intend to use them.

- 7.2 Hirers of the hall are required to complete details of any accident or incident occurring during their occupation of the premises, which did or could give rise to injury, as soon as possible after the accident or incident, but in any case before the premises are vacated by the hirers after the event.
- 7.3 An Accident and Incident Form is provided for this purpose and this is located by the First Aid Box in the kitchen.
- 7.4 The hirer must notify the Church warden responsible for Health & Safety (via the Hall Manager) as soon as possible after the accident, but in any event within 24 hours.
- 7.5 Any apparatus or equipment involved must be retained for inspection.**

## **8 RESTRICTIONS**

- 8.1 The following activities must not take place in the Hall:
- a) Smoking;
  - b) Gambling (including lotteries, raffles, sweepstakes and tombola);
  - c) Alcohol consumption (without exceptions);
  - d) Party political or religious meetings (other than those of the Christian faith);
  - e) Trading, except with the prior written consent of the church;
  - f) Immoral or unlawful purposes;
  - g) Music, dancing or similar entertainment to which members of the public are admitted or which is promoted for private gain so as to require registration under the Private Of Places of Entertainments (Licensing) Act 1967;
  - h) Any purpose other than stated on the booking form;
  - i) No illegal substances to be brought onto, sold or made on the premises (in line with St Germain's Drug Policy)
  - j) Please note that the hall floor is of solid wood parquet construction and is easily damaged by sharp articles; in this context STILLETTO HEELED shoes/boots should not be worn in the hall as any damage caused will be charged to the hirer.
- 8.2 Hirers and all persons in the Hall because of the Hiring must not:
- a) Bring animals (except guide dogs) into the Hall;
  - b) Damage the fabric, furniture, fittings and equipment of the Hall or grounds;
  - c) Remove anything from the Hall which belongs to the church and / or playgroup. This includes toys, crockery and the first aid kit;
  - d) Do anything which may invalidate the Church's insurance of the Hall or increase the premium;
  - e) Bring flammable, explosive (inc. fireworks), obscene or offensive articles into the Hall or use on church grounds;

- f) Obstruct fire exits or escape routes;
- g) Cause or allow any nuisance to be caused to the Church's neighbours;
- h) Make any sound or play any music which can be heard by the Church's neighbours or within a distance of 20 meters from the Hall;
- i) Allow children to play unsupervised in the Church grounds;
- j) Park on the grass;
- k) Leave the heaters, lights or electrical or gas appliances on after the Function;
- l) Leave rubbish in the Hall or grounds; or
- m) Allow more than 120 persons to be present in the Hall

## **9 AT THE END OF THE FUNCTION**

- 9.1 All lights and electrical appliances must be switched off
- 9.2 All rubbish must be removed from the Hall and grounds by the Hirer
- 9.3 Blue chairs must be stacked no more than 10 high in the lobby and not in the main hall, exactly as they were found and red chairs returned to the trolley which must be replaced in lobby
- 9.4 The function and cleaning must finish promptly at the end of the hire period or a time agreed between the Hall Manager and Hirer. A church member will arrive towards the end of the function to complete the Hall checklist with a member of the Function and then put the security alarm on. If the church member is kept waiting there will be penalty charges of *£10 for each 20 minutes delay*.

## **10 DISCLAIMER**

- 10.1 Neither the Church nor its Officers are to be liable for loss or damage to persons or property (including vehicles or valuables) except for personal injury or death caused by negligence.
- 10.2 If the Church has to cancel the Function because of events outside its control, the Charges and Deposit will be refunded by the Church will not be under any other liability to the Hirer.
- 10.3 Hirers are strongly advised to take out indemnity and cancellation insurances
- 10.4 No warranty is given that the Hall is suitable for the Function and Hirers must satisfy themselves of this
- 10.5 Please note that the premises have been found to contain some asbestos within the construction materials. This has been subject to a professional survey and its nature concentration and condition is such that it represents very low risk to the general public. A copy of the survey and the asbestos management plan is available for viewing either in the church office or in the fire log book kept in the Hall by the first aid box.