

CHURCH OF THE HOLY FAMILY

115 Limpsfield Road, Sanderstead, South Croydon, Surrey CR2 9LF

Booking Agent: Cathy Curtis

Parish Office: t: 020 8657 1728

e: sanderstead@rcaos.org.uk

HALL HIRE

Welcome to the Holy Family Church, Sanderstead.

Our parish hall is used for many parish events and also hired out externally. If you are interested in our hiring facilities, please read our Terms & Conditions of Hire which include our Health & Safety standards, as well as our Safeguarding Policy and if you wish to continue with the hire, please contact the Parish Office either by email or telephone and our Booking Agent will contact you to discuss availability and completion of the Booking Form.

I hope you enjoy the use of our hall and that your event is very successful. If your hire of our premises is for a lengthy period of time, I hope your plans go very well.

With my prayers and kindest best wishes.

Msgr. Malachy Keegan

Rental Charges: Standard Rate: £20 per hour.
Discounted Rate: £15 per hour applied at the discretion of the Parish Priest (PP) and Parish Finance Committee (PFC)

Please Note: you will need to sign the Booking Form, Terms & Conditions of Hire, Safeguarding Policy and agree to our Health & Safety standards.

Terms and Conditions of Hire of the Parish Hall

INTRODUCTION

This Agreement is between the person/persons signing the booking form (known hereafter as the “Hirer”) and The Holy Family Church (“HFC”)

The HFC shall not be liable to the Hirer for any closures of the premises or interruption of the letting due to any event beyond their control.

As the Hirer, you agree to familiarise yourself with your obligations under Health and Safety Regulations, as well as the HFC’s Safeguarding policies for vulnerable children and adults, which is attached and can also be found on the Parish website.

The HFC accepts no responsibility or liability in respect of any damage, theft or loss of any property brought into or left in the Parish Hall by the Hirer or others using the Parish Hall or any part of the Church premises. All users should ensure that they have adequate insurance in force for legal liabilities that could arise, including death or personal injury to third parties, or damage to the property or the property of others arising out of their activities whilst at the premises. A request to see proof of such insurance may be made from time to time.

The Hirer must observe the conditions set out below. Failure to comply will result in the termination of the booking without relieving the Hirer of their obligations as set out below. In the event of any dispute arising from the interpretation of these Conditions of Hire, the decision of the Parish Priest (“PP”) together with the Parish Finance Committee (“PFC”) shall be final and binding.

The Hirer will occupy and use the premises as a licensee only and no tenancy is intended to be created hereby.

Hirers have the free use of the available furniture e.g. tables, chairs etc in the hall and crockery in the kitchen for a booked event. Hirers undertake to make their own arrangements with regard to the setting up and putting away of any furniture and crockery used.

Hire of the Parish Hall is defined as and limited to the areas shown on the attached plan (hall, porch, kitchen, toilets) and does not include the garden, surrounding Church areas or two driveways in front of the Presbytery which must be left clear AT ALL TIMES.

The Hirer is responsible for familiarising themselves and guests with the location of the fire exits, fire blanket(s)/extinguisher(s), placement of first aid box marked on the attached plan.

CONDITIONS

BOOKINGS

1. Initial enquiries for hiring should be made to the Parish Office by email (sanderstead@rcaos.org.uk) or telephone (020 8657 1728) and the Booking Agent will return your call to discuss availability and formal arrangements for the hire.

The booking is deemed to be confirmed once the completed booking form, deposit and applicable hire fee has been submitted and accepted by the Booking Agent. The start and end times of the event must include preparation and clearing up times; no access will be permitted to the Church Hall outside of these agreed times.

2. HFC’s right to refuse or cancel bookings

HFC events will in all circumstances take precedence over any other hiring. The HFC reserves the right to refuse a booking to any person or organisation at any time, or cancel a confirmed booking without financial recourse to HFC, in which event all payments in respect of the booking will be refunded by HFC. The HFC undertake to give as much notice of cancellation as possible.

3. Availability of the Parish Hall

The Parish Hall is generally available for Hire from 11:00 a.m. to 10:00 p.m. except during times when a Service is taking place in the adjoining Church. Specific availability can be discussed with the Booking Agent at the time of booking. No extension of these hours will be granted for any reason whatsoever and the Parish Hall must be vacated by the Hirer and users at the end of the actual hire time. Failure to comply with this condition will result in the forfeiture of the entire deposit.

4. Hire charges

The HFC has a set of predetermined hire charges which is shown on the front page of this document as well as the booking form. These hire fees are subject to revision at any time without prior notice.

5. Deposit

In addition to the hire charges, a refundable deposit of £100 is required at the time of submission of the booking form and is held against expenses incurred by breach of this contract, including but not limited to the restoration of the Parish Hall to a clean and tidy condition as well as repair or replacement of any property, lost or damaged as a result thereof. In certain circumstances the deposit can be waived at the discretion of the PP and PFC. Provided conditions of use are met, the deposit will be reimbursed to the Hirer within 4 weeks of the conclusion of the Hiring, or in the event of a regular block booking, within 4 weeks of the conclusion of the last date of hiring.

6. Payment of hire charges

All payments for the hire of the Parish Hall and deposits are payable in advance. 50% of the total hire charge must be paid at the time of booking. The full balance is due 14 days prior to the start date of the hire. Failure to pay the balance of the hire charges by the due date will lead to the cancellation of the Hiring. At the time of booking, two cheques shall be made in favour of '**RCAS – Sanderstead Parish**' and crossed '**A/C payee only**' – one for the hire fee and one for the deposit. Cash will not be accepted. Stopped or Returned Cheques not honoured by the bank/financial institution will render the hiring cancelled.

7. Block Bookings

Ongoing block bookings will be limited to periods not exceeding 3 months at any one time. Payment for regular block bookings must be paid, in advance, on a monthly basis or at the discretion of the PP and PFC if the booking is made for an initial period of less than 3 months. Payment to be made 7 days prior to the start of each monthly period of hire. No refunds or credit will be given for cancelled events in a regular block booking.

8. Cancellation by The Hirer

Once the booking is confirmed and the deposit and hire fee paid, the Hirer may cancel the booking within 21 days of the start of the event and shall be entitled to a full refund. Reimbursement for a cancellation notified less than 21 days prior to the start of the event, will only be made if an alternative booking can be arranged.

The PP and PFC may, at their discretion, take a sympathetic view if bookings have to be cancelled because of external events outside of the Hirer's control such as transport disruption or exceptionally bad weather. Retrospective cancellation of bookings due, for example, to lack of support of the event is not allowed.

ACCESS TO THE BUILDING

1. **Keys** must be collected from the Booking Agent or a person designated by the Booking Agent at least 12 hours prior to the event. Keys are provided on the strict understanding that they will not be used for any purpose other than obtaining access to the Parish Hall for the purpose of and during the period of Hiring. Keys must be returned to the Booking Agent (or such person as the Booking Agent has designated) immediately after completion of the Hiring (In the case of regular block bookings, immediately after completion of the last hiring covered by the booking) or at a mutually agreed time soon afterwards. Any loss of keys should be reported to the Booking Agent immediately. Only one key will be issued.

All keys must be obtained from the Booking Agent and the duplication of keys by the Hirer is strictly prohibited.

Any loss of keys will result in an additional charge to cover the replacement of locks as well as all keys held by the Parish and is payable immediately on replacement.

2. **Entrance** to the Parish Hall is on the Limpsfield Road on the West side of the Church and cottage entrance.
3. **Parking.** There is one disabled parking bay in front of the Parish Hall and two additional spaces outside the Parish Hall. Vehicles may not park in front of the access door. At no time can vehicles be parked in either of the two driveways in front of the presbytery which must be kept clear at all times to permit access by emergency services.

There is ample on street parking on the Limpsfield Road.

HIRER'S RESPONSIBILITIES

1. **The Hirer shall accept full responsibility** for the observation of all respects of these Terms & Conditions of Hire and for the prompt payment of all sums due to HFL as set out in the Booking Form.
2. **The Hirer must be a responsible adult over the age of 18** and must be responsible for orderly behaviour at all times.
3. **The Hirer shall not use the premises for any other purpose than that specified on the Booking Form.**
4. **Security.** The Hirer shall accept full responsibility for ensuring the Parish Hall is not left unattended or unlocked at any time and shall take full responsibility for anyone entering the Parish Hall during the period of hire.

The Hirer will ensure all windows and doors are secured and lights turned off at the end of the period of hire, before returning the keys to the Booking Agent or designated alternative.

5. **Condition of Premises:** The Parish Hall as defined above, as well as the area outside the hall, must be left in a clean and tidy condition at the end of each hiring. Equipment, crockery or furniture used must be replaced in its original location after use.

The Hirer shall ensure that all persons using the floor of the Parish Hall shall wear suitable footwear and the Hirer will be responsible for any damage to the floor during the hire period.

6. **Displays:** No posters, advertisements, flags or other decorations shall be displayed in, upon or about the premises without the express consent of the Booking Agent.

The Hirer shall not permit the use of helium filled balloons, fireworks, confetti, streamers or other similar articles in or around the Parish Hall.

7. **Health & Safety.** The hirer shall, during the period of hire, be responsible for compliance with the following Health & Safety regulations:
 - ensuring that no fire exit doors are open or obstructed
 - ensuring the safety of the building and the preservation of good order therein
 - ensuring the efficient supervision of the building including the effective control of children, the orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the Parish Hall in the event of an emergency
 - ensuring excessive noise cannot be heard outside the Parish Hall
 - ensuring all windows and doors are locked prior to vacating the Parish Hall
8. **Safeguarding vulnerable children, young people and adults.** Hirers intending to include children, young people and vulnerable adults in their event must ensure they are protected at all times following the Safeguarding Principles of the Catholic Church (www.rcsouthwark.co.uk/safeguarding_policies_resources.html) and ensure correct adult supervision as outlined in the guidelines.

All children, young people and vulnerable adults using the premises need to be under constant adult supervision in the Parish Hall. They must be escorted by a responsible adult if going to the toilets or kitchen.

A copy of the Parish Safeguarding Policy including the safeguarding of vulnerable adults and children is attached and your signature is required to this document to indicate you have read and agree to the policy.

9. **Fire Safety.** The Hirer shall observe all fire precautions and shall not at any time obstruct or cause obstruction of any gangway, corridor, entrance or exit. Highly flammable substances are not permitted in the Parish Hall. At the commencement of any event the hirer must point out the nearest fire exit(s) to their guests.

The use of candles or any item with an exposed flame is prohibited in the Parish Hall.

The Fire Brigade should be called to any outbreak of fire, HOWEVER SLIGHT, and the incident reported to the Booking Agent or designated alternative.

10. **Smoking** is prohibited in all parts of the Parish Hall and on surrounding Church property.

- 11. **Alcohol:** No intoxicating liquor may be sold or served on the premises or surrounding area without the permission of the Booking Agent. Where permission is granted, the hirer is responsible for complying with licensing requirements.
- 12. **Kitchen.** No one under the age of 16 shall enter the kitchen at any time during the period of hire. The stove may be used for heating purposes only. Cooking of meals is prohibited without the prior consent of the Booking Agent.
- 13. **Toilets: Disposal of Personal Hygiene Products**
All personal hygiene products, including nappies and pants, are to be wrapped and disposed of in the receptacle provided. **Flushing anything but toilet paper is strictly prohibited.** The Water Industry Act 1991 makes it an offence to put anything into a sewer which might block it or effect the treatment and disposal of its contents and may result in an additional charge to the hirer if a drainage engineer is called out. This charge will be at the discretion of the PP and PFC.
- 14. **Storage of Hirer's Items.** The Hirer may not store any items in the Parish Hall or Porch.
- 15. **Removal of Rubbish.** The HFC does not provide any rubbish facilities. Hirers must remove all rubbish created by their activities from the premises, at the end of the hire period.
- 16. **Heating** is not provided during the Summer period (1st April – 30th September). However if heating is required during these times, it can be provided at an agreed cost.

August 2018

DECLARATION

I/we acknowledge receipt of the Terms and Conditions of Hire of the Parish Hall which include the Health & Safety standards, and confirm that I/we have read and agree to abide thereof.

Signature _____ Dated _____

Print Name: _____

Signature _____ Dated _____

Print Name: _____