Terms and Conditions of Hiring St Mary's Church Hall/St John's Church or Room Walton-on-Thames

Letting Policy

It is the policy of St Mary's and St. John's Church to encourage the use of its facilities, notably the Church Hall, by a wide variety of members of the local community. Both regular and one off bookings are welcome although, as the buildings are part of a centre for Christian worship, lettings will only be made to organisation's whose aims and values are not contrary to the spiritual mission of the church.

Church Precedence

The Church Hall/Room is primarily for the use of the Church whose requirements take precedence over any other user. Bookings by any other user may be cancelled at the absolute discretion of the Hall Booking Manager to allow Church use of Hall/Room. The Hall Booking Manager may cancel such a booking only where it is reasonable to do so, and only after giving adequate notice of intention to the user of no less than one month.

Making Bookings

Organisation's and individuals must complete a booking form and return it to the Hall Booking Manager, with the full fee before a booking is confirmed. The Hirer, as identified on the booking form, must ensure these conditions are drawn to the attention of their guests, and are complied with.

Charges

Charges are set out on a Schedule of Charges. All charges are subject to the discretion of the PCC.

Cancellations

If a booking is cancelled with notice of 30 days and over, a full refund will be given. Notice of 10-29 days, a 50% refund will be given and notice of 9 days and under no refund will be given.

Times of Bookings

Bookings are for specific time periods and the times on the booking form must be adhered to. Bookings must end by 12.00 midnight unless agreed in writing on the booking form by the Hall Booking Manager.

Insurance

The hirer shall indemnify St Mary's/St John's against any damages, liabilities, costs or losses arising out of any misuse of the Hall/Room. It is the duty of the Hirer to decide what constitutes adequate insurance for their use of the Hall/Room and to arrange insurance, notably if using 3rd party entertainers or equipment.

Safeguarding Children and Vulnerable Adults

You are required to ensure that children and vulnerable adults are protected at all times by taking reasonable steps to prevent the occurrence of any injury, loss, damage or harm. The Diocese of Guildford provide safeguarding guidelines for all Users where children up to 18 years old make use of the Hall. You can find these either at cofeguildford.org.uk or there is also a link on the parish website. These are to be updated in 2017. You also agree to comply with current national legislation and the relevant National Governing Body guidelines in respect of children and vulnerable adults.

Access, Health

All exits, especially Fire Exits and Fire escape routes, MUST BE KEPT CLEAR OF OBSTRUCTIONS at all times. Any obstruction will be removed without notice.
The Entrance Hall is an escape route and must be kept clear of obstructions. Access to the Parish Office must be kept clear at all times.
Smoking is not allowed in any part of the Hall, including the Entrance Hall and toilets.
The red fire extinguisher contains water and must not be used on electrical equipment. The black fire extinguishers and blue fire extinguishers may be used on electrical or kitchen fires. Anyone noticing any problems regarding the extinguishers, please advise the Hall Booking Manager without delay.
The maximum capacity of the Church Hall is 150, St John's Church 100 and St John's Room 30 guests and these figures must not be exceeded.

Licenses & Permissions

No alcohol is to be sold on the premises. Alcoholic drinks may be consumed if written permission has been obtained from the Hall Booking Manager at the time of booking. Users must obtain all necessary licenses and permission including statutory and/or local authority licenses applicable to their use of the Hall. Long term users must consult the Hall Booking Manager about their use of music.

Sub-letting

Hirers must NOT sub-let the Hall or any part of the Hall.

Advertising

Users must NOT advertise their use of the Hall or sell tickets at the door without prior written permission from the Hall Booking Manager.

Users' Equipment

Users must not leave their equipment or belongings in the Hall/Room unless written permission has been obtained from the Hall Booking Manager and the equipment is labelled with the name of the user.
St Mary's/St John's accept no responsibility for any equipment or belongings left in the Hall/Room even if they had permission to leave it there.
Users must make arrangements for adequate Insurance to cover anything left in the Hall/Room.
Property left in the Hall/Room without official permission may be removed and disposed of without notice.
It is the responsibility of the hirer to ensure that any electrical equipment that they bring into the Hall/Room for their use has undergone an annual electrical safety check and is safe to use.

Housekeeping

Users must remove all rubbish and remnants from the Hall/Room and its environs after use and take away for disposal. The Hall/Room must be left clean and tidy; users must sweep up after use and mop where necessary. Tables must be wiped clean if used.
Cleaning supplies are stored in the tall kitchen cupboard in St Mary's and the gent's toilet in St John's.
Damage to the Hall/Room or its equipment must be reported to the Hall Booking Manager and paid for.
Users must supply their own materials, including tea towels and black rubbish sacks.
Users must ensure all lights are turned off and all outside doors are closed and locked.

Hall Keys

Occasionally, users are issued with keys. These are for the exclusive use of the person to whom they were issued; further distribution or duplication is forbidden. Any instance of theft or damage from/to the Hall attributable to noncompliance with this condition will render the original key-holder liable to prosecution.

Schedule of Charges

St. Mary's Church Hall	
9am - 6pm	£15 per hour
6pm - 11pm	£18 per hour
Weekends	£25 per hour

St. John's	Room	Church
9am - 6pm	£10 per hour	£15 per hour
6pm - 11pm	£12 per hour	£18 per hour
Weekends	£15 per hour	£25 per hour

BOOKING FORM FOR THE HIRE OF ST MARY'S CHURCH HALL AND ST JOHN'S CHURCH/HALL

Name of Hirer (Must be present at Event)	
Address	
Telephone number	
Email	
Purpose of hire	
Date Hall/Room is required	
Start time (Please remember to include time for setting up)	
Finish time (Please remember to include time for clearing away)	
Area Required (Please tick)	St Mary's Church Hall St John's Church St John's Room
Permission needed to serve alcohol? Yes or No	
Amount due (please see fee schedule)	

Full payment by cheque, made payable to Walton on Thames PCC to be returned with completed form, no later than two weeks prior to the event. Both are required to confirm a booking.
Please return to Mrs Gina Broadhurst 5 Monks Crescent, Walton on Thames KT12 2AH.
Mobile 07725 372409

Please contact Hall Bookings Manager one week before event to arrange collection of keys at waltonparishhallbooking@gmail.com

I have read and accept the Terms and Conditions for hiring St Mary's Church Hall, St John's Church/Room and agree to abide by the conditions of hire and enclose the full hiring fee.

Signature of hirer..... Date.....