



Terms & Conditions of Hire – Recurring Event

1. The Parochial Church Council (PCC) reserves the right to amend these conditions, or apply additional restrictions to Hirers at any time.
2. Rates for regular users are reviewed annually, and new prices will apply from 1st January each year. Payments should be made at least on a monthly basis in arrears – preferably via bank transfer, quoting a reference you will be given.
3. Recurring bookings are subject to cancellation due to Church events. This will be agreed in advance with the Hirer at the earliest opportunity and no payment will be due for affected bookings.
4. Bookings cancelled by the Hirer less than 48 hours before the start of the hire period will not be refunded.
5. In extreme circumstances it may be necessary for the Church to cancel a booking at short notice. Bookings cancelled by the Church will be refunded in full.
6. The maximum capacity must not be exceeded (hall 100, church 250, church & hall 300. For children's parties no more than 30 under 5 years).
7. Keys may be provided for access to the Church buildings. These remain the responsibility of the Hirer for the duration of the hire.
8. Unless by prior agreement, the facilities must be vacated at the end of the booked time.
9. At the end of the hire period, the Hirer is responsible for:
 - returning the facilities to a clean and tidy condition
 - returning furniture and equipment to their original location (Children's Party toys will be cleared by a representative of the church)
 - removing all litter generated during the event (including food waste and used nappies)
 - turning off all lights and heaters
 - ensuring that all kitchen equipment is returned to its original state (where used)
 - securing doors and windows
 - returning the keys (if provided) to the Church key safe
10. Only with prior agreement, may the Hirer bring onto the premises and install in advance of the period of hire items of equipment, food, drink or decoration. All equipment and decorations must be removed at the end of the hire period.
11. Failure to vacate the premises at the agreed time will incur an additional charge according to the hourly rate (or part thereof).
12. Stiletto heels or high heel shoes with the protective plastic heel cap missing (metal tip showing) are not to be worn in the hall.
13. Parking is available for users of the facility, whilst giving consideration to other users. Vehicles must be parked within the marked bays, and no parking is not permitted on the yellow hatched area of the car park.

Health & Safety / Fire Safety

14. All participants must sanitise their hands on arrival.
15. Areas used during the hire should be sanitised before departure, paying particular attention to door handles.
16. A copy of the risk assessment for the group must be provided to the church office in order for the booking to be accepted.
17. Any electrical equipment used by the Hirer must have proof of PAT in the last 12 months and be used in an appropriate and safe manner.

Church of St John the Evangelist
6 Burford Road
Carterton
OX18 3AA
www.stjohnschurchcarterton.org.uk
office@stjohnschurchcarterton.org.uk



18. No naked lights, candles, flammable liquids or gases, cleaning solutions or portable heaters are permitted except for cake candles which must not be left unattended when lit.
19. The use of table confetti, paper debris, smoke machines, bubble machines or haze machines is not permitted.
20. There is a No Smoking policy in force for all indoor areas.
21. The Hirer will be responsible for the call out charge if the fire brigade attends an alarm call caused by the use of any prohibited items.

Insurance & Liability

22. It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effected by the PCC does not extend to a Hirer's liabilities. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.
23. The Hirer must comply with any legal requirement concerning music, alcohol, singing and dancing licences, theatre licences, copyright, and trading. The Hirer must seek approval from the Church representative (acting on behalf of the PCC) before applying for any events licence. The Hirer shall be fully responsible for obtaining any such licences.
24. The Hirer must also have in mind the provisions of the Children's Act at any event involving children. Events for persons under 18 years of age must at all times be properly supervised by an adequate number of responsible adults, in accordance with the Children's Act. You are required to ensure that children and adults who may be vulnerable are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring.
25. The Hirer shall not use the premises for any other purpose than that specified in the Premises Hiring Agreement, and is specifically forbidden to use or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose.
26. The Hirer shall have read and be familiar with the fire instructions and ensure that no exits may be blocked.
27. In the event of an accident, the Hirer shall be responsible for completing the Accident Report Book, and report the accident to the Church representative.
28. Failure by the Hirer to comply with any of the terms in this Policy document where applicable, whether intentionally or not, may be deemed by the PCC to be just cause for immediate cancellation of any letting or series of lettings.
29. The PCC cannot accept responsibility for damage to or loss or theft of property and effects.
30. The PCC can accept no liability for cars parked in the car park.

By signing this agreement you are confirming that you agree to and will abide by the terms and conditions in their entirety.

Signed

Date