



Terms & Conditions of Hire – Single Event

1. The Parochial Church Council (PCC) reserves the right to amend these conditions, or apply additional restrictions to Hirers, at any time.
2. A booking is not confirmed until:
 - a booking form has been completed and returned to the Church together with a 50% deposit
 - terms and conditions have been signed as read and acceptedA provisional booking will be held for a maximum of seven days.
3. The 50% deposit is non-returnable except where the Church needs to cancel the booking (under 6 below). Full payment is due by the day of hire. Payment in advance of the booking date may be made by BACS or cheque, quoting the hire date and name as reference. Payment on the day must be by cheque or in cash.
4. A refundable damage deposit of £20 will also be required on the day of the event. The damage deposit should be paid in cash or as a cheque. This will be returned at the end of the event, subject to inspection by a Church representative. Deductions may be made to clean the facilities or make good any damage. An additional invoice will be raised for the cost of repairing any damage which exceeds the deposit amount.
5. Bookings cancelled by the Hirer within 48 hours of the start of the hire period will not be refunded.
6. 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.
7. 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).
8. Under certain circumstances, keys may be provided for access to the Church buildings. These remain the responsibility of the Hirer for the duration of the hire.
9. The facilities must be vacated at the end of the booked time, unless by prior agreement. 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
 - 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. Use of Catering Kitchen crockery and glassware is not generally included within the terms of the booking.
11. 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.
12. The Church is not currently offering any children's play equipment for hire. The Hirer may book their own bouncy castle for use during their event. This can only be delivered immediately prior to the booking and must be removed immediately at the close of this event.
13. Failure to vacate the premises at the agreed time will incur an additional charge according to the hourly rate (or part thereof).
14. Stiletto heels or high heel shoes with the protective plastic heel cap missing (metal tip showing) are not to be worn in the hall.
15. 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.

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



Health & Safety / Fire Safety

16. 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.
17. 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.
18. The use of table confetti, paper debris, smoke machines, bubble machines or haze machines is not permitted.
19. There is a No Smoking policy in force for all indoor areas.
20. 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

21. 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.
22. 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.
23. 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.
24. 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.
25. The Hirer shall have read and be familiar with the fire instructions and ensure that no exits may be blocked.
26. 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.
27. Failure by the Hirer to comply with any or all of the terms of 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 and may result in forfeiture of the entire security deposit.
28. The PCC cannot accept responsibility for damage to or loss or theft of property and effects.
29. 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 of the hire in their entirety.

Signed

Date