

St Mary the Virgin & All Saints
Potters Bar

Conditions of Hire of the Church Halls & Rooms

The Parochial Church Council reserves the right to refuse application for hire.

Terms of hire will be in accordance with the conditions stated herein. Persons under the age of 21 may not hire the premises.

The halls or church premises are not to be used for any other purpose than that for which the agreement was made.

The premises must not be used for any unlawful purpose.

All cheques for payment to be made payable to the "St Mary's Church PCC, Potters Bar".

The church hall is not available for letting in Holy Week or when there is a concert, recital or any other performance in church.

The premises must be vacated by the end of the hire period; hirers must allow sufficient time to pack away.

It is against the law to smoke in the church or halls.

The halls are not licensed for the consumption of alcoholic liquor. Application should be made to the Vicar and Churchwardens in advance when hirers wish to serve alcoholic drinks at functions.

Persons under the age of 21 may not be left in charge of any proceedings. A responsible adult must be present at all times during children's parties, etc.

Gambling is not permitted, but any organisation wishing to hold a raffle for charitable purposes must apply to the Vicar and Churchwardens in advance.

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises, **and therefore must have their own liability insurance.** It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them. Hirers 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. An accident book for this purpose is located in the First Aid Box, which may be found in the hall kitchen or the church office.

Hirers should ensure they are familiar with fire exit routes before the start of any function. All hirers must have their own fire safety procedure and be ready to evacuate the building should the fire alarm sound.

Where the hirer is a group organising functions for children written confirmation will be requested that the hirer has a Child Protection Policy and is using the Criminal Records Bureau Disclosure Service. It is the Hirer's responsibility to ensure that all their members conduct themselves in an orderly manner.

Games are permitted provided they are not likely to cause any damage. Nails, screws, drawing pins, sellotape, blu tack etc, must not be used on the interior or exterior of the buildings.

Damage to the structure, fittings or equipment must be reported. Any damage must be paid for.

Hirers using the kitchen undertake to wash up, clear away. Cleaning equipment may be found in the kitchen cupboard. Rubbish may be disposed

of using the recycling bins in the kitchen. These enable glass, plastics, cans, cardboard and food waste to be recycled. The wheelie bins situated under the cycle shelter between the church and hall may be used however where there is insufficient room in the bins hirers must take away their rubbish.

The premises should be left in a clean and tidy state at the end of the hire period.

A refundable deposit of £50 is payable by persons hiring the hall on an occasional basis. This deposit is to cover breakages and the services of a cleaner should the hall not be left in a reasonable condition.

In the interests of safety and security the hirer is responsible for ensuring that ALL windows and outside doors are securely fastened and ALL electric lights and gas taps are turned OFF before leaving.

No articles are to be left permanently in the building without the Letting Secretary's knowledge and permission.

Please park your cars away from the church entrance with car bonnet facing the church walls.

Chairs, Tables etc. must be returned to their original position after use.

Advertising notices must not be placed inside or outside the building without permission from the Vicar and Churchwardens.

Disclaimer

The Parochial Church Council cannot accept any responsibility for damage to, or theft of vehicles parked in the church grounds, nor for any property left on the premises.

The PCC cannot accept responsibility for personal injury to persons whilst on the premises.