

Sitzler Room – Conditions of Hire

A copy to be given to the Hirer.

- 1. Capacity of the Sitzler Room:** The Hirer shall not permit the number of persons during the letting period to exceed the maximum seating capacity, namely ... persons seated and ... persons seated at tables.
- 2. Suitability for the purpose of Hire:** The Hirer must satisfy himself / herself that the Sitzler Room is suitable for the purpose for which it is hired. The PCC accepts no responsibility for disappointment.
- 3. Written Application and Returnable Deposit:** The Hirer shall pay the Parish Administrator a returnable deposit of £50 (which shall not include the Hiring Fee) at the date of submitting a written application.

Any costs incurred from breakages, other damage or additional cleaning relating to the Hall shall be deducted from the deposit before it is returned to the Hirer. Should these costs be in excess of the sum deposited an additional charge will be made.

4. Alterations in purpose of Hiring: The Sitzler Room shall not be used by the Hirer for any purpose other than that stated in the Application without the express and prior written permission of the Parish Administrator. The PCC reserves the right to cancel the letting at any time if the use or the intended use of the Sitzler Room is for the purpose other than that stated on the Application form and the returnable deposit may be forfeit. Sub-letting of an agreement to hire the Hall is not allowed under any circumstances.

5. Cancellation of Booking: A cancellation of a booking of the Sitzler Room shall be subject to no less than two weeks' notice given to the Parish Administrator in writing. The returnable deposit will be forfeit if less time than this is given.

In the case of Regular Hirers, the Parish Administrator is to be notified by the 1st of January, April, July and October if the Sitzler Room is not required by the Hirer during that quarter. Three months' notice is also required by both the Hirer and the Parish Administrator to terminate a contract.

6. Times of Entry and Vacation: The Hirer and persons using the Sitzler Room for the purpose of the letting shall not enter the Sitzler Room, unless agreed to by the Parish Administrator, before the agreed commencement time, and shall vacate the Hall at or before the agreed time of departure.

7. Evening Closing Times and Penalties: A Saturday evening letting shall finish not later than 11pm at which point the premises must be vacated. All music and entertainment shall cease at or before 10.45pm. If not withstanding this requirement the sum of £25.00 shall be deducted from the returnable deposit for the first 15 minutes after 11pm, £50 for the following 15 minutes and £75 per 15 minutes or part thereof during which the Sitzler Room is occupied after 11.30pm.

8. Alcohol: The sale of alcohol shall not be permitted under any circumstances.

9. Nuisance to the Neighbours: The Hirer shall be responsible for ensuring that no nuisance is caused to the neighbours of the Sitzler Room by reason of excessive noise, loud music or any other unsocial behaviour and due consideration to the neighbours is given when vacating the hall.

10. Tidiness and Storage of Church Property The Hirer shall be responsible for ensuring that the Sitzler Room is left in a tidy state. Chairs and tables, after being wiped clean, should be stacked neatly in the storage area. The floor should be thoroughly swept and any spillages removed and cleaned up. The Kitchen area should be left clean and all food removed from the refrigerator. All rubbish is to be removed by the Hirer and taken away from the premises.

11. Notices: No Notices or other articles shall be appended to the walls of the Sitzler Room under any circumstances other than upon the boards provided. Decorations including bunting, streamers, etc., must be removed at the end of the function. Any remaining will be removed and the PCC reserves the right to charge for the cost of redecoration (if necessary).

12. Variations of these Conditions and in the Hire Charges: These Conditions of Hire may be amended at the discretion of the PCC and Hirers notified in writing.

In the case of Regular Hirers, the PCC shall have the right to give not less than six weeks' notice of any increase in Hire Charges. Regular hirers will pay quarterly in advance, unless by other agreement with the Parish Administrator.

13. Smoking All rooms within St Matthew's Church and surrounding area within the perimeter wall/fence are designated NO SMOKING areas.

14. Loss and Damage to Property of Hirer and other Users: The PCC does not accept liability for loss or damage to any property, clothing or other articles brought into the Hall by persons during a Letting. All such items should be removed from the premises at the end of the Letting. No items belonging to the hirer shall be stored on the premises and no responsibility is accepted for security of any items.

15. Entry by Persons on Church Business: The PCC reserves the right to permit the entry of the Incumbent, Church Wardens, Parish Administrator, workman and other persons on church business during the period of Letting. (Such a right shall not be exercised unreasonably).

16. Insurance The PCC is not responsible for and does not hold cover for personal injury or damage to personal property for persons booking the Sitzler Room. It is the responsibility of the Hirer to ensure that relevant insurances are in place and a copy of the Public Liability Insurance Certificate is given to the Parish Administrator. In addition, any hirer is to ensure that third parties bringing equipment/activities in to the hall (ie: bouncy castles) have the relevant insurances.

In the case of regular Hirers, a copy of the Insurance Certificate is to be given to the Letting's Clerk on an annual basis.

The Hirer is to ensure all their electrical equipment is PAT tested annually and copies of certificates are available to the Hall Committee upon request.

17. Loss of Earnings: If the Sitzler Room is not available for hire for any reason, the PCC shall not be held liable for the loss of earnings to the Hirer. In this instance the hire charges shall be returned.

18. Fire Exits / Risk Assessments: The hirer is to ensure that they familiarise themselves with the fire exit routes and point these out to all people using the Sitzler Room .

19. Safeguarding All Hirers are required to follow the St Matthew's Parochial Church Council's Policy in ensuring that all children and adults who may be vulnerable are protected at all times. The hirer is to ensure that they familiarise themselves with our Safeguarding policies which are attached. A separate signed declaration form will be required by regular hirers for activities with children/vulnerable adults.

20. Accident Book: The Hirer must report all accidents to the Parish Administrator and complete the Accident Log Book located with the First Aid kit in the kitchen.

21. Interpretation "Hirer" The person applying for the use of the Hall (except where that person is acting on behalf of a body corporate).

"PCC" St Matthew's Parochial Church Council.

"Sitzler Room" The room annexed to the west side of the church.

"Sitzler Room Property" Fixtures, fittings, furniture, refuse bins and other property used and stored in the Sitzler Room.

"Letting" Permitted use (or period of such) of the Hall on the terms herein.

"Regular Hirer" A person who hires the Hall on a succession of occasions extending over a period in excess of six weeks.

"Parish Administrator" The person appointed by the PCC to receive booking and payments on its behalf.

22. The Kitchen The kitchen is available for hire together with the Sitzler Room on terms set out above so far as they are applicable.

PCC agreed – (insert date)