



Parish of The Holy Redeemer, Lamorbey

God's Family Seeking to Share God's Love

Please read carefully and retain for reference.

BOOKING CONDITIONS FOR CASUAL HIRE OF HOLY REDEEMER & GOOD SHEPHERD HALLS

Casual Hirers

(Revised: January 2013)

The Church has obligations to its neighbors in the use of its buildings to see that noise and nuisance are kept to a minimum. Hirers are reminded that the following conditions apply not only to the Church Hall but also to the precincts, and should be strictly adhered to.

- (1) The Casual Hirer must be 18 years of age or over and shall be responsible for the orderly conduct of the letting.
- (2) For lettings a returnable deposit of £100, plus the full booking fee, shall be paid when the letting is confirmed. A stamped, addressed envelope should be included with the application for return of the deposit. The caretaker will meet the hirer on site and open and close the premises at the agreed times. Hours booked must be paid for, whether or not the hall is used. The hall may be used only for the purpose agreed at the time of the booking. The maximum number of occupants for each hall is: Holy Redeemer 100, Good Shepherd 80.
- (3) To comply with the Disability Discrimination Act 2005, a T-loop is available at Holy Redeemer together with a microphone for speakers: the use of this should be requested on booking. Any damage to this will be charged to the hirers.
- (4) Prearranged times must be strictly adhered to, and no variation to the agreed time can be made less than 48 hours before the hire period. Failure to do so may result in all or part of the deposit being retained.
- (5) All evening functions must prepare to finish so that the grounds are vacated by 10pm. However, music should stop at 9.45pm. This may be adjusted in certain circumstances with prior arrangement.
- (6) The hall, kitchen and toilets must be left clean and tidy, tables and chairs stacked no more than four high, all lights switched off, taps turned off and rubbish removed. Otherwise the deposit will be retained.
- (7) Fire safety precautions must be observed, emergency exits kept clear and doors shut but unlocked during occupation.
- (8) Cars and vans may not be brought into Holy Redeemer grounds, and Bouncy Castles may not be used at either hall.

- (9) The Parochial Church Council accepts no responsibility for any loss, damage or accident of any kind. The hirer is responsible for arranging their own Public Liability Insurance with a minimum Limit of Indemnity of £2,000,000 proof of which must be shown and may be photocopied to be kept with the booking agreement. The Hirer should also provide their own First Aid.
- (10) The PCC reserves the right to give hirers two weeks' notice of intention to use the hall for Church activities or to carry out maintenance work. In an emergency no notice may be given.
- (11) The caretaker has no authority to vary agreed times or any of these conditions.
- (12) The PCC reserves the right to withhold all or part of the deposit in the event of any breach of these booking conditions or damage to the premises. Any damage must be reported to the Halls Booking Secretary (answer phone out of hours) within 24 hours.