

PARISH OF ST.AGNES WITH ST.PAUL AND ST.BARNABAS  
Conditions of Hall Hire

**BEFORE EVENT**

The hirer is asked to read the Parish Safeguarding Policy and the appropriate Good Practice Guide available at the venue, from the booking officer, or on our website [www.saintapb.org.uk](http://www.saintapb.org.uk)

The hirer is responsible to ensure that the premises are safe for the purpose for which the hall is intended to be used for.

The hirer is responsible for ensuring that he/she is aware of the parish health and safety policy, fire exits, position of fire extinguishers, and knows where the assembly point is in case of fire. Regular hirers are required to conduct fire drills at least every 6 months.

The hirer is required to ensure that children and vulnerable adults are protected and supervised at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring: and to carry full liability insurance for this with the possible exception of a private social event. (see booking form for conditions).

The hirer may not affix posters, notices, decorations etc to the interior or exterior of the premises without prior consent.

**DURING EVENT**

Maximum number of people in hall: St. Agnes (80), St. Barnabas (80), St. Pauls (60), Play Barn (70)

All fire exits and access to fire extinguishers must be kept clear at all times.

No smoking or selling of alcohol.

No Disco after 7.00pm (not allowed at St Paul's). We reserve the right to turn down music if needed.

Please respect neighbours and keep outside noise to a minimum, especially when leaving.

No animals without prior agreement, except dogs for the disabled.

No bouncy castles unless agreed ahead of event. The parish is not insured for these, so ensure that supplier of castle provides full liability insurance for this.

No hard footballs to be used, only soft balls.

Any accident or injury must be reported to booking officer/churchwarden before vacating the premises and an accident form must be completed.

Hall must be vacated by agreed time, including clearing up.

**AT END OF EVENT**

Hall to be left clean and tidy with chairs and tables returned to original position.

All rubbish and litter to be removed from hall, kitchen and grounds and taken off site.

Toilets must be left clean. Kitchen areas must be left clean and equipment put away.

Any damages must be reported to the booking officer/churchwarden when returning the key.

Keys to be returned immediately, unless otherwise agreed.

**PAYMENT**

No booking is secured until a deposit is received together with a signed booking form.

Payment to be completed one week before event or monthly in advance for weekly/monthly hirers.

February 18