**Date of booking: ……………………………………**

**Time: ……………………...**

**Cost of Hire: ……** *£12.00 per hour to include setting up/clearing times and £5 extra if hiring a bouncy castle*

**Deposit: ………..** *£25.00 for day bookings, £250 for bookings after 6pm*

**Hirer’s Name: …………………………………………………………………...**

**Address: …………………………………………………………………………**

**Email: …………………………………………...………………………………**

**Telephone Number: ..……………………………………………………………**

**Hirer’s Signature ……………………………… Date…………………….**

**By signing you are required to adhere to the hall’s guidelines (*separate document given with key*) and the conditions listed on this form.**

***PLEASE NOTE: If the hirer is under 25 years of age a guarantor (over 25 years of age) should be sought to sign this agreement and by so doing guarantees that the conditions of hire will be kept and make amends if they are broken.***

***Guarantor’s Name: …………………………………………………………….***

***Address: …………………………………………………………………………***

***Telephone Number: ……………………………………………………………***

***I intend to run a bar or sell alcohol (this includes providing a drink within the cost of a ticket) at this event and will obtain a TENS from SODC.***

***Signed…………………..………………………. Date…………………….***

**Office Use:**

|  |  |  |
| --- | --- | --- |
| **Deposit paid** |  |  |
| **Entered into diary** |  |  |
| **Total Hire charge** |  |  |
| **Payment made** |  |  |
| **Keys given** |  |  |
| **Keys returned** |  |  |
| **Deposit returned** |  |  |

*Office Signature for receipt………………………………. Date……………………*

**Conditions of Hire**

Key to be collected from church office during opening hours. Please phone to arrange collection. Key to be returned in person when the office is open *(unless alternative arrangements have been made).*

**Office Hours:** Wednesday 11:30am - 4pm and Thursday 9:30am - 4pm

1. This is a no smoking building. Maximum capacity of the hall is 100 with 11 matching tables and 50 chairs.
2. Ball games involving kicking within the Hall are prohibited due to the possibility of damage to hall surfaces and equipment.
3. Please leave hall clean and tidy. All hirers are responsible for the removal of bottles, cans, rubbish etc. from the hall premises. Replace any tables and chairs to the store rooms.
4. Wash and replace crockery in cupboards and cutlery in the correct boxes. If the dishwasher is used then please RUN THE DISHWASHER AND LEAVE A NOTE THAT IT NEEDS TO BE EMPTIED. Please notify any breakages, Large plates charged at £5.00 small plates and bowls £3.00
5. Clean used appliances and sweep the floor.
6. In the interest of hygiene, please take any food rubbish home for disposal.
7. **The hall can only be used during the hours specified when booking and only for the activity stated.**
8. The hall is not to be sub-let and no dogs except guide dogs are to be brought into the hall.
9. Please note that the fridge is not to be used overnight and that it is the hirers’ responsibility to check the fridge temperature is at 5 degrees max before using it to store food/ drinks.
10. Please remember that this is a residential area, and complaints from the neighbours will influence future use of the hall.
11. Please note that you are responsible for observing all regulations stipulated by the Licensing Authority, the Fire Authority and the Local Authority. **If you intend to provide/sell alcohol, a Temporary Events** **License must be obtained from SODC. Please apply at least 3 weeks prior to the event.** The license is for the premises and back garden **only**. Please remember that alcohol **cannot** be sold to people under 18 years of age – ALWAYS CHECK FOR ID.
12. Please make sure you are familiar with disabled access, emergency exits and the position of fire extinguishers before the hall is in full use and be prepared to respond appropriately to an emergency.
13. There is a first aid box in the top cupboard to the left of the hob in the kitchen. If there are any incidents to report please complete the accident book and drop the accident record slip into the office when you return the key.
14. The playing of music needs to cease at 11 p.m.

15. **The Hirer shall, during the period of hiring, be responsible for:-**

* + The supervision of the premises.
  + Protection of fabric and contents; thus, breakages and damage must be paid for. This includes the fabric and surface sterilizer located in the kitchen which is expensive to replace. The sterilizer is only to be used by those over 18 years old.
  + Safety from damage however slight to any part of the Hall or fixtures and fittings. Please note that any dented panels on the new heaters might involve them having to be replaced at the cost of the hirer.
  + Behaviour of all persons using the premises, whatever their capacity. Activities for children under 18 years of age must comply with the Children’s Act 1989 and only proper persons should have access to the children.
  + Proper supervision of car parking arrangements so as to avoid obstruction (especially in front of the church office and at the side of the building to allow emergency access).
  + Ensuring that people leave in an orderly manner.
  + All equipment provided by the hirer and the personal safety of users.

16. Corporate hirers only need to provide adequate Public Liability Insurance.

17. Child Protection Policies are the responsibility of the people/organizations hiring the hall for children’s activities.

18. Cars are parked at owner’s risk and St. Mary’s PCC is not liable for loss of property brought onto the premise by the hirer or any person acting on their behalf.

19. Stacking of Chairs. Please read the instructions which are in the hall and stack chairs in a SAFE way. Do not take the chairs outside, indoor use only. Please note that the old brown chairs are for the exclusive use of Cholsey Silver Band.

20. **Please note there is no television license covering the hall**, so watching live TV or iplayer on any device is not permissible.

21. In March 2023 new hedge saplings were planted behind the outdoor sheds with canes and plastic surrounds. Please do not touch these and be aware that the canes are at child eye line height.

22. If you wish to have access to the playhouse in the garden, you are responsible for returning all playthings to the house and making the door secure again, using the padlock, before leaving.  The playhouse is in regular use by community groups and needs to be kept in good order for this purpose. To put right any damage or loss, the cost of any repair or replacements will be taken from the deposit left when the hall was booked. Speak to the office to request the code.

**At the end of the hire please ensure that the hall is securely locked, lights have been turned off and return key to the office during opening hours or phone to make alternative arrangements.**

**In the event of any of these conditions being breached, St Mary’s PCC reserves the right to retain all or any part of the £25/£250 deposit (paid on booking) to go towards the cost of any breakages or cleaning that may be required, following hiring of the hall.**

**£25/£250 deposit will be returned to the hirer after inspection of the hall.**

**Cancellation Policy**

1. In the event of the Hirer requesting cancellation of the booking, we ask for a weeks’ notice to ensure repayment of any monies paid. In the case of notice of cancellation less than one-week repayment will be at the discretion of the Parochial Church Council.
2. Should the Hall be rendered unfit for use, for any reason, all fees and deposits paid will be retained in full.