**Conditions of Hire.** As Hirer you are responsible for the below:

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*.*

**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. **No Dogs** other than guide dogs are to be brought into the hall and gardens.
2. The hall can only be used during the hours specified when booking and only for the activity stated.
3. You are responsible for the behaviour of all people using the premise. This is a residential area, and complaints from the neighbours will influence future use of the hall. The playing of ALL music needs to cease at 11 p.m.
4. You are also 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 note there is no television license covering the hall, so watching live TV or iplayer on any device is not permissible.
5. **Exits and Entrances**: 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. Ensure you have a fully charged mobile phone on the premises.
6. There is a **first aid box** in the top cupboard to the left of the hob in the kitchen. If there are incidents to report please complete the accident book and drop the accident record slip into the office when you return the key.
7. **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. Please avoid obstruction to the front of the church office and at the side of the building to allow emergency access.
8. **Ball games** involving kicking within the Hall are prohibited due to the possibility of damage to hall surfaces and equipment.
9. **Kitchen Appliances** – it is the hirers responsibility to ensure that the oven/hob are switched off when not in use and that the Fridge temperature is at 5 degrees max before using it to store food/drinks.
10. **Garden:** Hedge saplings are planted behind the outdoor sheds with canes and plastic surrounds. Please be aware that the canes are at child eye line height.
11. **Safeguarding** is the responsibility of the people/organisation’s hiring the hall for children’s activities. Our policy can be found on our website: stmaryscholsey.org
12. Please leave hall clean and tidy. All hirers are responsible for the removal of bottles, cans, rubbish, food waste etc. from the hall premises (including emptying the fridge)
13. Return all tables and chairs to the store rooms. Please read the chair stacking instructions 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.
14. Wash and return crockery & cutlery to the correct boxes/cupboards. If the dishwasher is used then please run the dishwasher and phone the office 651812 and leave a message that it needs to be emptied. Please notify of any breakages, and be aware that these may need to be paid for.
15. Clean any used kitchen appliances, surfaces and sweep the floor throughout the hall

**At the end of the hire please ensure that lights, taps and heating have been turned off, the windows are shut and the hall is securely locked, and key is returned to the office as agreed.**

**In the event the breach of any of these conditions, 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 and safe return of the key.**

**Cancellation Policy**

1. In the event of the Hirer requesting cancellation of the booking, we ask for a week’s notice to ensure repayment of any monies paid. In the case of the notice of cancellation being 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.