

CHRIST CHURCH HALL - Conditions of Hire 2010

Christ Church Parish Hall is owned and operated by Christ Church Portsdown Parochial Church Council (PCC) and managed by the Hall Manager on behalf of the Hall Management Committee under the authority of the PCC. Hire rates are laid down on the Hall Hire Charges Notice.

1. Where any group hiring or using the facilities at the hall includes persons under 18 years of age they must be accompanied by supervisory adults.
2. All bookings must take place within the set time agreed on the booking form. This includes all setting up and packing away, returning hall furniture to its designated storage areas, cleaning and removal of all waste. Sub-letting all or part of the facilities is not permitted.
3. All cars should be parked clear of the yellow marked access/escape areas.
4. Impact damage to the fabric or décor by equipment should be avoided, and nothing should be fixed to walls or ceilings by any means except on the notice boards by drawing pins or Velcro.
5. The hall dustbins may only be used for normal domestic waste. All other rubbish or large quantities of waste must be taken away.
6. Conditions laid down by the Licensing Authority:
 - i. The hall may only be open to the public between the hours of 0800 to 2300 and where used for music or entertaining the windows and doors must remain shut.
 - ii. The hall is NOT licensed for the sale of alcohol. The provision of alcohol may be approved by the Hall Manager or PCC for appropriate private functions. No drinking is to take place outside the building, and the good reputation of the church and its responsibility to the neighbours of the hall should be guarded at all times.
7. The contract for hire is not confirmed until advance payment and deposit has been received by the Hall Manager. Any damages or extra cleaning or disposal costs will be charged, initially by the forfeit of the deposit. Any additional reparation costs will be subsequently charged.
8. Cancellation of bookings must be made 24 hours in advance otherwise they will be subject to full charges. The Hall Manager reserves the right, with a minimum of 28 days notice (except in the case of an emergency) to change any booking arrangement. In all such cases all fees will be refunded.
9. The Hall Manager has the right to deny letting or admission to any individual or users not abiding by these terms and conditions or other rules set out by the PCC. Should any dispute arise that cannot be resolved in discussion with the Hall Manager the hirer may make a written appeal to the PCC.
10. The PCC and Staff accept no responsibility or liability for loss, damage or theft of any equipment or incident or accident regarding personal injury relating to any booking.

On behalf of the persons and/or organisation named below I fully understand and agree to abide by the booking conditions as set out above.

Signed:

Name (Block Capitals):

Organisation (Block Capitals):