



St Andrew's Hall

St Andrew's Hall Standard Terms and Conditions of use

General Conditions:

- 1) The hirer shall enter the building only at times agreed with the St. Andrew's Hall Management Team, using the rooms only during the time period which was stated on the booking form. Under no circumstances should anyone enter rooms where other activities or classes are in progress. It is the hirer's responsibility to ensure that events finish on time and that all members of their group/party have left the premises before they leave the building themselves. Should a meeting over-run, extra time will be rounded up to the nearest ½ hour and changes made accordingly.
- 2) Please note that **NO HELIUM BALLOONS, BUBBLES nor any other item that rises to the ceiling** must be brought onto the premises, since they risk setting off the fire alarm. Likewise, we regret that **footballs/tennis balls** (even sponge ones) are not allowed in the main hall, because of the risk of damage to the light fittings.
- 3) A bar/ the sale of alcohol is not allowed at St Andrew's Hall, even when hirers express a willingness to try to obtain their own licence in order to permit the sale of alcohol on site. The provision and consumption of alcohol is not allowed in any part of the premises except by **prior** special arrangement with the management team at St Andrew's Hall.
- 4) Music or other noise/activity engaged in by users should be carried out at a volume and in a manner that will not disturb other users of the premises.
- 5) When regulated entertainment is held on the premises all external doors and external windows should be kept shut at all times during performances, apart from the main entrance door which should be kept closed so far as reasonably practicable during events.
- 6) Rubbish/Recycling shall be either removed from the premises or disposed of in the correct external bins provided. Rooms and the kitchen shall be left in the condition they were made available for use. Cleaning costs incurred by St. Andrew's Hall due to the misuse of rooms shall be charged to the hirer.
- 7) St. Andrew's Hall shall not accept liability for damage to or loss of property or for personal injury not caused by negligence of the management of St. Andrew's Hall.
- 8) All damages and breakages to St. Andrew's Hall or the property of St. Andrew's Hall, including the loss, removal or theft of property, shall be charged to the hirer at replacement cost.
- 9) There is a strict no smoking policy within St. Andrew's Hall and the use of illegal drugs on the premises is strictly prohibited.
- 10) No goods or tickets shall be sold on the premises without the prior consent of the management team at St Andrew's Hall.

Safety and Safeguarding:

- 1) Unless otherwise stated, the room(s) hired shall be used only for the purpose(s) stated on the booking form, and the person whose name appears on the booking form will be deemed to be responsible for the meeting/event and **must be in attendance throughout**. This person is also the safety representative (SR). Before the start of any booking the SR must make other members of their group aware of: The Evacuation Plan, the location of all Emergency Exits and the location of Fire Extinguishers. At least one mobile telephone must be accessible for use in an emergency.
- 2) The hirer will be responsible for the health and safety of guests whom they invite onto the premises. It is the responsibility of the hirer to ensure that all fire and safety regulations are observed whilst using the building, please see the emergency evacuation plan for further information.
- 3) Hirers of St Andrew's Hall holding activities where unaccompanied children, young people or vulnerable adults are present will be deemed to be responsible for the safety and protection of these children, young people and/or vulnerable adults for as long as they are present on the Hall premises. The hirer shall also ensure that children playing in the back-garden area are always supervised by a responsible adult. The hirer is responsible for having their own Safeguarding Policy in place, where relevant, and will be required to provide written evidence of it.



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- 4) The hirer is responsible for having his/her own public liability insurance, where relevant, and will be required to provide written evidence of it.
- 5) The use of any item of electrical equipment brought onto the premises must be agreed in advance with the management of St Andrew's Hall. Please note that such equipment must either less than 12-months old or have passed a Portable Appliance Test (PAT) carried out by a qualified person within the last 12 months. The hirer shall ensure that cable protectors are used to cover all trailing cables.

Financial Implications of a Booking

- 1) New hirers may be asked to provide references and/or pay a returnable damage/cleaning deposit of up to £500. In the case of one-off bookings this amount shall be refunded after the event if the management team at St. Andrew's Hall is satisfied that no damage or loss of property has occurred and that no additional cleaning is required. For regular hirers, the deposit shall be held for as long as the hirer continues to use the premises on a regular basis.
- 2) As well as the charge for the hire of the space, a caretaking supervision charge of £100 (£50 of which will be refunded if the Hall is left on time and in good order) may be made in advance both for evening bookings, and/or for teenagers' birthday parties at the discretion of the St Andrew's Hall Management Committee.
- 3) A non-returnable deposit of 25% of the total hire charge is required at the time of booking. Final payment for room hire should be made at least 1 month in advance of your booking/event. If the event is booked within a month of its taking place, full payment must be made at the time of booking. In the event of cancellation the following charges shall apply:

More than 4 weeks' notice – The deposit or 25% of the total hire charge

Less than 4 weeks' notice – 50% of the total charge

Less than 14 days' notice – 100% of the total charge

In the event of an emergency

The hirer is responsible for contacting the emergency services if Hall staff are not present and/or have not already done so. Please note that there is no public telephone at the Hall, so hirers must ensure that they have a mobile phone available for making such a call. In addition, hirers are invited to contact any of the following individuals as and if required:

Rachel Clarke, Hall Manager (07545 276226)

Clive Keeler, Hall Management Committee Representative (07771 665435).

Please note that **these numbers should be dialed only in the event of an emergency**. Thank you.

The management team at St Andrew's Hall reserves the right to terminate any booking in breach of the above conditions or for what is deemed by them to be inappropriate behavior.

The hirer will be expected to have read and understood these Terms and Conditions prior to booking. Receipt of a signed and completed booking form will be deemed to be acceptance by the hirer of these Terms and Conditions.