

St Andrew's Church Hall, Medstead.

St Andrew's Church makes its hall available for hire as a service to the local community. All reasonable precautions are taken to ensure that the hall and its equipment are safe for use. A high standard of cleanliness is maintained. To ensure that you do not place yourself or anyone using the hall under your supervision in danger, it is required that hirers take note of and obey the hire conditions.

Hire Conditions.

General Conditions

1. The hall is available for hire between 09.00 hours and 23.15 hours, Monday to Thursday and between 09.00 hours and 24.00 hours, Friday and Saturday.
2. Application for hire must be made on the booking form.
3. The hirer must pay a deposit of £30 by cheque or credit transfer when submitting a booking form. Hire fees will be invoiced and must be paid within 14 days of the date of the invoice or prior to the date of the booking, whichever is sooner. If the hire fee is not paid, the booking will be cancelled.
4. Seven days notification of cancellation by the hirer of a booking is required. The lessor may retain the hire fee if cancellation is made after this time. A deposit made for a cancelled booking will be returned.
5. The hall may be used only for the purpose which has been declared on the booking form.
6. The hirer must collect the key and, after the event, ensure that the premises are clean and secure, that lights and water-taps are turned off and the key is returned as directed.
7. The Hirer will be responsible for the disposal of all rubbish created during the hire, including tissues and cleaning cloths, into the council rubbish bins provided by the entrance to the car park before vacating the hall. Large items of rubbish/boxes must be taken away with you when you leave the hall.
8. The hirer is responsible for any damage or loss which occurs during the period of the hire and, not withstanding any deposit paid, must compensate the lessor in full for any such damage or loss.
9. Alcohol may be consumed on the premises, but the sale of alcohol by a Hirer is not allowed without the bar manager being a Personal Licence Holder or a Temporary Event Notice obtained for the event. Under no circumstances is alcohol to be supplied to persons under the age of 18 years.
10. Hirers needing to apply for a Temporary Event Notice (TEN) for the sale of alcohol at the event will be required to forward a copy of the Approval Notice to the hall booking administrator before the date and strict observance of the terms of the TEN must be adhered to.
11. The hirer must maintain safety and good order during the hire and ensure that no nuisance is committed.

Safety

1. It is a condition of hire that the hirer is the RESPONSIBLE PERSON with regard to ensuring the safety of persons attending or assisting at the event. The RESPONSIBLE PERSON must:
 - a. Be aware of the operation of the fire-detection/fire-alarm system and the location of the three break-glass fire-alarm points. A plan which shows their location is displayed in the entry vestibule of the hall. Be aware that the fire alarm may be automatically triggered in the event of a fire.
 - b. Be aware of the hall FIRE ACTION PLAN and must implement it in the event of a fire (no matter how small) or of a fire alarm. The FIRE ACTION PLAN is displayed in the entry vestibule of the hall.
 - c. Ensure that all persons attending the event are made aware of the evacuation routes and the assembly point.
 - d. Ensure that evaluation routes are unobstructed and that external doors are unlocked.
 - e. Ensure that, if children are attending the event, there are enough adults present to ensure that children can be safely evacuated.
 - f. Ensure that, if disabled persons attend the event, each disabled person is assigned an able-bodied helper to assist with their evacuation and that such helpers are aware of their duties.
 - g. Have a working mobile phone which can be used to call the emergency services. THE HALL IS NOT EQUIPPED WITH A LAND LINE.
 - h. In the event of a fire or a fire alarm, ensure that evacuation is carried out and that the Fire Service is called.
 - i. Following an evacuation, ascertain whether any persons are not accounted for and inform the fire service accordingly.
2. The maximum number of people allowed in the hall at any one time is 80.
3. Smoking is not allowed anywhere in the building or its grounds.
4. The hirer must ensure that any mains-powered electrical equipment which is brought into the hall is safe and does not present a risk of fire or electrocution. Annual portable appliance testing (PAT) by an electrician is the best means of meeting this requirement.
5. Birthday-cake candles and used matches must be placed in a sealed container after use and must be taken home. They must never be discarded in the rubbish containers. Flammable material such as paper hats or fancy-dress must not be allowed to come close to lit candles.
6. Bicycles are not allowed in the premises.
7. Fireworks (of any type) are not allowed in the premises.

8. Any accident, injury, damage to property or hazardous event must be reported in the books which are kept on the kitchen window cill.

Performance and video licences

1. Before using the hall for the performance of live or recorded copyright music, the reproduction of copyright music or the use of video recording or video streaming, please discuss this with the bookings secretary to ensure that the CCLI licenses which we hold will cover the intended event.

Off-site hire of furnishings or catering equipment

1. General conditions 2,3,4,6,7 apply.

Reservations

1. The lessor may cancel the hire at any time whereupon the hire fee and the deposit will be refunded. The intended hirer shall not be entitled to recompense for any loss arising from a cancellation.
2. St Andrew's Church reserves the right to refuse a request for hire of the hall without giving a reason.