

St James Church, West Streatham

Community Hall Terms and Conditions of Use

Hiring of the St James Community Hall ("the Upper Hall") is arranged by the Church Manager ("the Lessor") on behalf of St James Church Parochial Church Council ("the PCC") and is subject to the following conditions.

1. LIMITATIONS AS TO USE

- a. The Community Hall shall not be used for any commercial purpose or for Halloween parties, and there shall be no gaming therein.
- b. The Hirer of the Community Hall will not be under the age of 21 years.
- c. The maximum number of persons allowed is 120.
- d. Bookings are available for periods between 09:00 hrs and 22:00hrs. Half an hour is allowed before and after the event for setting up and clearing away. The Hirer shall not use the Community Hall outside the permitted period.
- e. Sub-letting or other transfer of the booking is not permitted.
- f. The kitchen – which is not licensed by the environmental health authorities – must not be used for cooking, i.e. preparing dishes from their ingredients. However, the kitchen may be used for reheating previously prepared food or for keeping it hot. No fridge or freezer facilities are available.
- g. The fenced off area between the Community Hall and Church may not be used. No other part of the church property may be used, except for access.
- h. No naked flames, flares or sparklers, including barbecues, are permitted on the premises or in the church grounds, with the exception of regular-sized birthday cake candles. Confetti is not allowed in or around the Community Hall.
- i. By law, smoking is not allowed in the Community Hall.
- j. No tickets are to be sold at the door to members of the public, and no alcohol is to be sold on the premises.
- k. No posters or other notices are to be displayed anywhere on the premises without prior approval obtained via the Lessor.
- l. Nothing is to be attached to the walls or moveable partitions. Use of drawing pins, adhesive tape, Blu-Tack or the like is forbidden as it damages the wall surfaces.
- m. The Community Hall is part of a Christian community. As a result, events with content from other religions or non-Christian spiritual traditions, or with immoral or occult themes are not appropriate. The Lessor, or PCC, reserve the right to prohibit unsuitable content, or to require the hire period to be discontinued.

2. HIRER'S LIABILITIES

- a. The PCC accepts no responsibility for injury, accident or death to any person, or for damage, loss or theft of any property belonging to the Hirer or to other persons attending the premises during the hire period. Hirers should make their own insurance arrangements.
- b. The Hirer shall:
 - i. be liable for any damage caused to the premises, furniture and fittings therein arising from the hire period;
 - ii. report any such damage and breakage to the Lessor as soon as practicable;
 - iii. indemnify the PCC for any expenses incurred as a result of hiring, including claims for infringement of copyright; and
 - iv. be responsible for maintaining good order during the hire period and for ensuring that no nuisance is caused to users of other parts of the building, to activities in the church, or to residents in the vicinity of the premises.
- c. Payment
 - i. The Hirer shall pay the agreed hire fee prior to the booked date. In the absence of payment on these terms, the booking may be cancelled.
 - ii. Any extras or charges after the agreed hire fee is received will be invoiced following the event.

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- iii. Payment should be made in cash or cheque, payable to “**St James PCC**”. Receipts will be issued for all deposits and payments received.
- d. Keys
 - i. Keys to the Community Hall must be obtained by arrangement with the Lessor, and returned no more than 24 hours after the end of the hire period.
 - ii. Keys must not be copied, or given to or lent to any third party.
- e. Car Parking. There are no car parking spaces next to the Community Hall. Hirers are requested to ensure that, when parking in adjacent roads, they do not block or restrict access to neighbouring premises, or in such a way as to cause hazard to other road users.

3. HEALTH & SAFETY

- a. The Hirer (or another adult nominated by the Hirer, whose name and address must have been communicated to the Lessor before the date of hiring) shall be present during the whole period of the hiring.
- b. The Hirer shall ensure that sufficient responsible adult helpers are present to supervise the planned activities.
- c. The Hirer shall take all reasonable steps to:
 - i. keep the fire exits, which are clearly marked, free of obstruction at all times;
 - ii. ensure that any children, young people and vulnerable adults present are supervised and protected at all times;
 - iii. prevent the occurrence of any injury, loss, damage or harm to people or property;
 - iv. prevent the tampering with the heating or water heating arrangements, which are preset;
 - v. ensure that all people present wear footwear that will not damage the flooring;
 - vi. clean up immediately anything spilt on the floor, furniture or walls;
 - vii. ensure that no disorderly person enters or remains in the premises; and
 - viii. ensure that loud music is not played in the Hall.

Please Note: the Hall is not a loud music venue. Therefore:

- 1. The Community Hall PA can be used if previously agreed. All equipment inside the cupboard is property of St James' Church and cannot be removed from the Hall. If any cable or equipment is damaged it will need to be replaced or the Hirer will be charged for the replacement of it.
- 2. The maximum sound level for the Hall is 93dB (spl dBA 1 minute). This is a quiet to moderate disco sound level, adequate for private functions, but not for loud dance music.
- 3. External PA speakers may not be brought in, except children's party entertainer amplifiers (no more than 100 Watts). A sound level monitor can be provided to indicate when the limit is reached.
- 4. If noise levels are not controlled after warning, PA / music players may be shut off at the discretion of the Lessor or PCC representative.
- 5. Portable music players can be used.
- 6. External doors must be closed if the sound level in the Hall is above 80dBA.

4. CLEARING UP

We keep our rates for community use low because users do their own set up and clear up.

- a. The Upper Hall, including the kitchen and toilets, must be left in a clean condition, comparable to the condition at the beginning of the hire. A minimum cleaning fee of **£25.00** will be charged if the premises are not left in a proper condition after each session. Cleaning up on the day following the session is not permitted.

Note: the cupboard containing a vacuum cleaner and broom is located in the small corridor alongside the stage.

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Please ensure that:

- i. Tables and chairs are tidily stacked away, no more than 5 chairs per stack.
 - ii. All kitchen surfaces are left clean and tidy, and all taps securely turned off.
 - iii. All unused food and drink is removed from the premises.
 - iv. **All rubbish is removed from the premises.** There are no rubbish disposal facilities, so rubbish must **not** be left on the site or adjacent streets. Rubbish bags are not provided.
- b. Before vacating the premises, all windows and doors must be shut and locked, and all lights switched off.
 - c. Keys should be returned to the Lessor as soon as possible after the hire period, unless alternative arrangements have been agreed with the Lessor.
 - d. Equipment.
 - i. The following equipment is included in the hire of the Hall:

Item	Quantity
Chairs (stackable, brown plastic)	120
Tables (rectangular)	12
Lectern/Pulpit (wooden)	1
 - ii. Note: no crockery, glasses or cutlery are provided.
 - iii. There are 2 wall-mounted water fire extinguishers in hall, and 1 in the kitchen.

5. STORAGE

- a. No items may be stored in the Hall after the event, unless within the allocated storage space.

6. GENERAL

- a. The PCC reserves the right to cancel any agreement to hire by giving notice of cancellation and returning the fee paid by the Hirer, who shall have no further claim on the PCC.
- b. The Lessor, members of the PCC, and duly authorised officers of the Local Authority shall be allowed access to the premises at all times.
- c. These conditions are subject to any variations as may be required to comply with Local Authority requirements.

**BY ORDER OF THE PAROCHIAL CHURCH COUNCIL
OF ST JAMES WEST STREATHAM
236 Mitcham Lane, SW16 6NT**

June 2017