**The Parish of St Andrew Chippenham**

**Conditions for Hire of the King Alfred Hall**

**Hirer**

The “Hirer” means the person or representative of the organisation signing the contract for hire.

The ‘Hirer’ must be over 18 years of age and will need to be in attendance and take responsibility for the duration of the event.

Bookings are not accepted for Teenage Parties.

**Capacity**

The Hall can accommodate up to 120 people as an open space, 100 seated for concerts, etc. and 80 with tables and chairs set out for a function.

**Bookings Procedure and Charges**

Bookings may be made by telephone, email or in person via the Bookings Secretary.

A booking form, terms and conditions, and an invoice for the full amount will be sent to you.

Your booking is not secure until we have received your signed booking form (complete with address and contact phone no.) and payment of invoice. Failure to return the booking form and to pay will make the booking invalid.

Should you need to cancel the following terms will apply:

Cancellation more than a month in advance – Full refund

Cancellation more than 2 weeks in advance – 50% refund

Cancellation less than 2 weeks in advance – will be up to the discretion of the Church Wardens

Access to the premises is via the key code lock on the brown door, the code will be sent to you nearer the date of the event.

If we have not received your signed booking form and payment, the key code will not be issued.

**Care of Premises**

The “Hirer” is responsible for the care of the premises during the period of hire. It is their responsibility to ensure that the premises are left as they were at the commencement of hire.

Any electrical equipment brought into the premises should be in good working order and used in a safe manner.

Please ensure that all tables and chairs are carried and not dragged across the hall.

The “Hirer” shall take all reasonable care of the premises, facilities and contents.

The “Hirer” will be responsible for loss or damage arising from any act or default of the Hirer.

You may be charged for any damage to equipment or premises incurred during your hire.

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**Kitchen**

The Hall has a fully equipped kitchen complete with 2 ovens, 2 microwaves and fridge / freezer.

There is a full range of crockery, cutlery and glasses.

Light refreshments can be served at no additional cost, but full use of the ovens will be charged at £20.00.

Please note that due to health and safety we do not supply sharp knives or tea towels, please bring your own.

Please inform us of any breakages.

**Cleanliness**

The “Hirer” shall be responsible for leaving the premises in a clean and tided manner, and an acceptable condition.

Please check all toilets and kitchen prior to leaving.

Recycle bins are provided, but you will need to provide black bin bags and take all non re-cycleable rubbish away with you.

**Damage to Premises**

Should you encounter any damage to the fabric of the building or accidently damage the fabric of the building this must be reported immediately to the church office or to the church wardens.

**Accidents**

The “Hirer” must report all accidents involving injury as soon as reasonably practicable. There is an accident book with the first aid box located in the kitchen. If you do not want to leave a form with personal details in the book, please post the form through the office door.

**Smoking**

Smoking is not permitted on these premises, including the outside patio space.

**Disabled Access**

The Hall has disabled access and toilet facilities. Should you have any concerns please contact the Bookings Secretary. Baby changing facilities are also available in the ladies toilet.

**Parking**

Parking is limited, bay 2 is reserved for hall users, however should you book an event when the church is in use for a service, the whole car park will be used by the congregation on a first come basis and you may find it difficult to find a space. It is suggested that you try parking in the road way behind the shops.

**Noise**

We ask that you respect our neighbours when leaving the premises and keep noise to a minimum.

**Health and Safety**

The “Hirer” should have Public Liability Insurance in their own right and have carried out their own risk assessment of our property.

All Fire Exits are clearly marked and should be pointed out to the Audience at the beginning of the event. Printed Fire instructions are visibly displayed on the notice board next to the kitchen hatch and also show location of First Aid Boxes.

**Bouncy Castles**

The Hall is not specifically insured for the use of Inflatable Bouncy devices, however should you wish to hire one for your event it will be at your own risk. Please ensure that you hire one from a responsible hirer that fully complies with the ‘Safe Operation of Inflatable Bouncing Devices’.

**Defibrillator**

The Church also has a fully automated **Defibrillator,** with full instructions. This is located in the entrance lobby to the Church, the access key is located in the wooden cabinet immediately above the device. This is not available when the Church is locked.

In the event of an emergency please ensure that you have a working mobile phone.

**Insurance**

The Church has Public Liability Insurance, but accepts no liability for loss or any other eventuality beyond this liability. It is therefore strongly advised that the “Hirer” takes out their own insurance to cover themselves and any third party claims and liabilities that could arise from the “Hirer’s” activities.

**Safeguarding**

The “Hirer” has a responsibility to ensure that children and vulnerable adults attending the event are protected at all times. The Church reserves the right to require any “Hirer” to provide evidence of their policy. If the hirer does not have their own policy in place, then the PCC’s Safeguarding Policy will be adhered to.

The PCC’s own Policy regarding safeguarding can be found on the Safeguarding notice board in the church and a separate copy can be provided on request.

The hirer is also obliged to refer to the attached appendices which outlines the PCC’s Policy on Safeguarding and Conditions of Hire with specific reference to Safeguarding.

**Raffles**

If Raffle tickets are sold on the day, and the value of prizes is less than £500.00 in total then the raffle is exempt from gambling regulations.

If tickets are sold prior to the event, you will need to apply to Wiltshire Council for lottery registration. All proceeds should go to a good cause or to assist cover the cost of your event.

**Licensing and Alcohol**

The Licensing Act 2003 states that a ‘Temporary Events Licence’ must be obtained from Wiltshire Council whenever it is intended **to sell** alcoholic drinks in any part of the Church’s property. This Licence should be presented to the Church prior to the event and visibly displayed.

The law applies equally to drinks sold at a cash bar, charged as part of the admission ticket or served free but for which a donation is clearly expected.

**Copyright (Performing Rights Society)**

The Church is obligated to inform the Performing Rights Society of any performance that takes place in the Hall.

The Church is charged by the Performing Rights Society and these charges will then be invoiced to the ‘Hirer’.

Please complete a Performing Rights Society form and return to the Church Office within 1 week of your performance.

**Advertising and Other Signage**

Notice boards are provided within the Church to provide advertising and promotion of events.

Leaflets may also be provided, these will be left in the Church and on tables after services and at the weekly coffee shop.

**St Andrew’s Church, Chippenham April 2024**