

ST. BARNABAS CHURCH HALL AND ROOMS FROMOND ROAD, WEEKE, WINCHESTER

STANDARD CONDITIONS OF HIRE

1. Under Government Regulations, it is the responsibility of all hirers whose activities involve children or vulnerable adults to ensure that those helping or supervising have the required Criminal Records Bureau clearance. The Church reserves the right to check this with hirers where applicable, to ensure the regulations are met.
2. The Hall must be used only for the purpose stated at the time of booking as described in the first paragraph of the letter confirming of booking.
3. The hire of the main hall includes the use of the kitchen and its equipment and crockery.
4. The heating system is controlled automatically and must on no account be interfered with.
5. To preserve the state of decoration, the use of pins and "Sellotape" etc. is prohibited and it is requested that no notices etc. be fixed to the walls.
6. The wood-block floor is a feature of the main hall, and hirers must ensure that the surface is not damaged in any way. On no account must any substance of any kind be applied to it. For example, no preparation may be applied to the floor, or to shoes, for dancing.
7. After use the premises must be left clean, tidy and secure. All property of the hirer, and all refuse attributable to the hiring, must be removed from the Hall and its precincts.
8. Should any damage occur to the Hall or its equipment during the period of hire, the hirer must inform Mr. D. Rutherford or Mr. B.P. Fletcher immediately. The Church reserves the right to reclaim from the hirer the cost of repairing such damage.
9. Hirers are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of hirers to ensure that the premises are safe for the purpose for which they intend to use them and to be acquainted with the position of the fire exits and fire extinguishers.
10. Hirers are required to enter in the accident book, details of any accident or incident occurring during the hiring which did, or could, give rise to injury or illness, as soon as possible but in any case, before leaving the premises.

The accident book is located in the kitchen on the side of an upper cupboard. The hirer must also inform Mrs Heather Wilkins without delay.

11. Although the Church Hall has full insurance cover for its own purposes, it is the responsibility of hirers to ensure that they have sufficient cover for any incident that may occur within their activities whilst on Church premises.
12. Where keys are provided to a hirer, UNDER NO CIRCUMSTANCES may those keys be passed to a third party, for whatever reason, without the prior approval of an authorised officer of the Church. Lost keys must be reported immediately to Mrs Heather Wilkins and the hirer will be responsible for all costs incurred by the Church in replacing keys/locks to ensure that security is maintained. This could be expensive and hirers are advised to check that their insurance covers the loss of keys and replacement of locks. On termination of the hire keys must be returned without delay.
13. Church premises may not be used unless and until a copy of these Conditions, signed by the hirer, has been received and the relevant hire fees paid.

Operations Manager - Heather R Wilkins - 01962 886629 or 07398843827

I accept and agree to be bound by these Conditions of Hire of St Barnabas Church Hall for

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Signed:..... Date:.....