

# St John the Baptist, Ermine, Lincoln

## Church Hall

### Conditions of Hire

All applications for the hire of the Hall must be made in writing on a booking form and forwarded on completion to the Booking Secretary. The person who makes and signs the application form shall be considered the hirer and is the only person to whom a hall key will be issued.

1. The hirer or his/her agents is responsible for the cleanliness and condition of the building, furniture and fixings during the period of the hire. Any damages or breakages to any part of, or equipment in, the Hall are to be reported to the Hall Manager or Booking Secretary and will be charged to the hirer.
2. The hire of the premises or part thereof does not entitle the hirer to use or enter the premises at any times other than the specific hours for which hired. The hirer may have access to the premises 30 minutes before the let commences and 30 minutes after the termination of the hire to clear up, leaving the premises in a clean and orderly state. If access is required at other time, please apply to the Booking Secretary.
3. The right of entry to the premises is reserved to the Vicar, Hall Manager, Churchwardens or their representatives and any Police Officer at any time during the hiring.
4. The hirer shall be responsible for the decent and orderly conduct of the function and shall ensure that good order is kept at the premises during the hiring. The Hall Management Committee reserves the right to put a stop to any function, entertainment or meeting not properly conducted.
5. Maximum capacity for each area of the Hall is as follows:
  - Main Hall: Not more than 150 persons shall be admitted to the premises for any event and not more than 100 persons when seated for a public meeting.
  - Ashton Room: not more than 25 people
  - Daines Room: not more than 15 people (not for public hire)The hirer undertakes that these limits will not be exceeded. The Hall is covered by general insurance, but you may wish to explore your own insurance for your event. Regular Hirers should have their own insurance.
6. The hirer shall not sublet the premises at any time during the period of the hire and shall not allow the building or its environs be used for any improper purpose or in any way which causes aggravation to people living near to the Hall. Excessive noise/loud music may result in the function being stopped and jeopardize the possibility of future use of the Hall.
7. No alcoholic liquor shall be sold in any part of the building save by a licensed publican hired for the occasion. Such person shall be responsible for obtaining any necessary licences. The booking of such facilities is the hirer's responsibility but the Booking Secretary must be informed at the time of booking if you intend to provide bar facilities. The Hall Management Committee accepts no responsibility for failure by the hirer to obtain such a licence or failure by the hirer to observe the terms of the licence.
8. After using the premises, the hirer and his/her agents shall ensure that the building is left in a clean and tidy condition, excess rubbish is cleared and the premises are securely locked. Failure to do so may result in the hirer being charged for additional cleaning or clearing of rubbish.

9. The Hall Management Committee accepts no responsibility of any kind for any articles left in the building during the hire period nor for any motor vehicle and contents parked around the Hall during the same period.
10. No variation or extension of the hire period or facilities hired will be permitted unless by prior agreement with the Booking Secretary.
11. Property of the hirer and the hirer's agents must be removed or fees will be charged for each hour/part hour of a day/s until the same is removed. The Hall Management Committee accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all unsold remaining property at the termination of the hiring will be considered to be the property of the hirer. Regular hirers may apply to the Hall Manager for permanent storage facilities.
12. All scenery and costumes used for stage performances or the like must be fire-proofed.
13. No exits may be blocked and not chairs or obstructions may be placed in corridors. Fire appliances must not be removed or tampered with.
14. No additional lights or extension from existing electrical fittings, or electrical wiring or installations shall be used or installed without the permission of the Hall Management Committee and such installations and extensions will be subject to a safety check.
15. No bolts, nails, tacks, screws, bits, pins, sticky tape or other like objects shall be driven into or affixed to any part of the premises nor shall any placards or other article be fixed thereto without prior permission from the Hall Manager.
16. Children under the age of 16 are not allowed in the kitchen unless supervised by an adult in an organized activity.
17. Smoking is not permitted in any part of the Hall.
18. No dogs, except guide dogs, are allowed in the building.
19. The Hall Management Committee reserves the right to refuse any applications for hiring the premises and shall be under no obligation to give a reason for such refusal. The premises shall not be available for hire to any person under the age of 21 years.
20. A non-refundable deposit of £5 must be paid at the time of booking. The balance must be paid in full on collection of the key. Regular hirers will be billed on a monthly or half-term basis.
21. Key Holders are required to inform the Booking Secretary of any changes in leader or circumstances.
22. The Booking Secretary must be informed of any variation in use by regular hirers (holiday dates, cancellations, etc). Failure to do so will result in the hire charges being made.