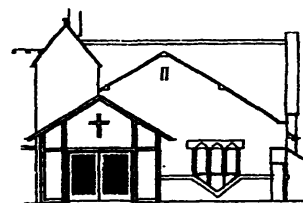


St John's Church Hall - Boxmoor

Please reply to :-
Bookings Secretary
6 Windsor Close
Hemel Hempstead
HP2 4JU



☎ 01442 213553
07939 226977

Conditions of Hire and Booking Form

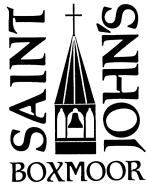
1. The term 'Hirer' in the following conditions shall mean the individual person or where the Hirer is an organisation, their authorised representative.
2. The Bookings Secretary has the right to refuse an application for hire submitted by any person.
3. The Hirer must be aged 18 or over.
4. Enquiries may be made using the above telephone number or by e-mail but applications for bookings must be made in writing on the attached form.
5. Full payment of the hire fee should accompany the application. In the event of cancellation this payment is refundable if 8 weeks notice is given. This is reduced to 50% for up to 2 weeks notice. For less than 2 weeks notice, no refund will be given.
6. A deposit of £100 must also be paid to be held against any misuse of or damage to the premises. The Hirer must ensure that the premises are left clean and tidy. The cost of any additional cleaning will be deducted from this deposit. All rooms are to be **COMPLETELY VACATED** by 11.45 pm and all rubbish must be taken away.
7. Payments can be made by cash or cheque payable to St Johns Church PCC by post to the address above. **POST DATED CHEQUES ARE NOT ACCEPTABLE.** We hope to be able to accept direct electronic payments in the future.
8. The Hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, and for the behaviour of all the people using the premises.
9. The management committee reserves the right to reclaim from the Hirer any costs incurred in connection with damage or misuse etc. in excess of the deposit.
10. The Hirer shall not sub-hire the premises or allow the premises to be used for any purpose other than that stated on the Application Form, and not bring on to the premises anything that may damage or endanger the premises or render invalid any relevant insurance.
11. The management committee shall have the power summarily to terminate any agreement relating to the hire of the Hall if it is considered that the Hirers have in any way damaged the building, fittings, fixtures or furniture or have subjected them to undue wear and tear or in any other way been guilty of a breach of these conditions.
12. The Hirer shall ensure that any activities for children comply with 'The Children Act'.

13. The Hirer shall ensure that in using the premises that the laws relating to alcohol, gaming, betting and lotteries are not contravened, and that the number of persons declared on the Application Form occupying the hall is not exceeded.
14. NO SMOKING IS ALLOWED ANYWHERE ON THE PREMISES.
15. Any member of the Hall Management Committee is authorised to inspect the premises during the letting period without prior notice.
16. The Hirer shall, if preparing or serving food, observe all relevant food health and hygiene regulations. All crockery, cooking utensils, and kitchen equipment must be washed, dried and properly stored after use.
17. Hirers will be required to provide their own linen.
18. Nothing is to be fixed to the walls by any method.
19. All exits to be kept clear.
20. The management committee will not accept any responsibility for any loss, damage or accidents during the occupation of the Hall and all lettings are made on the understanding that the Vicar and Churchwardens for the time being are indemnified accordingly by the Hirer.
21. Your booking permits one car to be parked on the tarmac area of the Church grounds outside the hall. Under no circumstances must cars be parked on the paved area, as this is for pedestrian use only, and is not adequate for vehicular traffic. The stones protecting the Memorial Garden MUST NOT be moved.
22. Booked times are to include any preparation and clearing up time you may require.
23. At the end of the hire period a representative from the Church will attend to lock up. Under no circumstances must the hirer leave the hall unattended and unlocked. If you consider that you may finish early, please request a contact number when the hall is unlocked.
24. Electrical Items. All items stored on the premises must have a current PAT test label. Any items used on the premises by professionals hired for the occasion must comply, for example a professional Disco, rather than the hirers own domestic equipment.
25. Personal equipment and possessions brought into the Hall are the responsibility of the hirer. The Church will not be responsible for any loss or damage.
26. We have a Public Entertainment License but the organiser/hirer is responsible for obtaining any appropriate license from the Performing Rights Society, together with any other licenses necessary for reproduction of words, translations etc.

HIRE FEES FROM 1ST JANUARY 2018

Full Hall	£20.00 per hour.
Rear Hall 1	£12.00 per hour
Front Hall 2	£10.00 per hour

Use of Kitchen for tea and coffee is included in these rates for rear hall. If the Kitchen is required for food preparation and cooking an additional fee of up to £30.00 is charged. We currently have 90 chairs and 10 fold away tables each of which will seat a maximum of 8 persons. Applications will be limited to 85 persons seated with a total not exceeding 180.



ST JOHN'S CHURCH HALL - BOXMOOR

APPLICATION FOR HIRE OF HALL 2018

(PLEASE COMPLETE IN CAPITAL LETTERS)

Name of Applicant	
Address	
Telephone - Home	
Telephone - Mobile	
E Mail Address	
Organisation (if any)	
Date	
TIME	From
	To
Purpose of function	
Areas required.	Full Hall Hall 1 (Larger) Hall 2 (Smaller) Kitchen
Number of people	
Hire Fee	
Damage deposit recvd.	
References	

I have read and accept the Booking Conditions (signed).....

Date

Return to: Mr G Liddle
 6 Windsor Close
 Hemel Hempstead
 Herts
 HP2 4JU