

KITSON HALL CONDITIONS OF HIRE

Keys and Payment

1. **Deposit:** Bookings will only be confirmed upon receipt of a deposit of £75. This will be deducted from the hiring fee. Please use the invoice number provided for your booking as a transfer reference. You can pay the full fee if you like.
2. **Payment:** payment for occasional hire must be made at least one month in advance of the event or as agreed with the Booking Manager. Payments are to be made by bank transfer:
Account Name: St Mary's Barnes PCC
Sort Code: 60-01-39
Account Number: 11310766
Ref: Your unique invoice number received after the booking has been reviewed.
3. **Cancellation:** The PCC reserves the right to cancel the booking in exceptional unforeseen circumstances. In the event of the booking being cancelled by the PCC, any deposit or balance paid will be refundable to the Hirer. In the event of the Hirer cancelling the booking, the PCC reserve the right to retain the Hiring Fee.
4. **Keys:** will be issued to occasional users, when a booking has been made and the hire charge has been paid in full, against payment of a **£50 deposit**. Keys must be collected during the week preceding the event, at a mutually convenient time. This will be retained, pending return of the key and our being satisfied the Hall has been left in proper order. It is subject to forfeit in whole or part in the event of disturbance occasioning the call-out of a Committee Member, or if the Hall is not left properly clean or SECURE.
5. The keys must be returned within 2 weeks of the hire, unless agreed otherwise with the Hall Manager. Keys returned after a 2 weeks period will result in £5 penalty charge, and 4 weeks £10 penalty charge.

Use of The Hall During Hire + Safeguarding

6. The HIRER shall during the period of the hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. At no time should driveways of other properties on Kitson Road be blocked.
7. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

8. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lie against the Hirer or his/her organisation whilst using the premises.
9. THE HIRER agrees to keep the PCC, its Officers and employees, indemnified against any liability whatsoever arising from the booked event except to the extent the law dictates otherwise. The Hirer may be asked to disclose their insurance cover to verify this indemnity.
10. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.
11. Safeguarding: THE HIRER is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring. THE HIRER must carry full liability insurance for this. Please note that the Ofsted ratios for supervision of children are as follows:

0-2 yrs	1 adult to 3 children
2-3yrs	1 adult to 4 children
3-8yrs	1 adult to 8 children

The Hirer is advised to make such checks and inspections which they deem necessary to satisfy themselves the premises are fit for the purpose they require.
12. Extent: The HIRER may use only those parts of, and property in, the Hall that have been booked and paid for in advance. Use beyond the time agreed will result in an additional charge. A cooker, water heater and refrigerator are available for use in the servery. Please note that the kitchen is not suitable for large-scale catering.
13. Licencing: THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.

THE HIRER shall, if selling goods on the premises, comply with all the relevant fair trading laws and any local code of practice issued in connection with such sales.

Please note that the hall has a Performing Rights Society (PRS) licence to cover the playing of music in the hall. If HIRERS plan to play music in the hall, they should ensure that this licence is sufficient.
14. Noise: Kitson Hall is in a residential area and good relations with our neighbours are most important. Windows and doors must be kept shut at all times. The use of any form of an amplifier or sound reproduction equipment is subject to prior vetting and approval. Unreasonable noise or disturbance will result in no repeat hire, loss of deposit if a member of the PCC or one of their representatives is called out as a result, and possible premature termination of the hire. Especially at the end of evening events, the hirer must remind those present to be particularly quiet when leaving the Hall, and in closing car doors.

15. Smoking: this is strictly prohibited in any part of the Hall building and in the nursery garden to the side of the Hall. If users/guests are smoking in front of the Hall, please remind them to maintain appropriate noise levels and to remove cigarette butts. Please also ensure that appropriate safety measures are maintained by all smokers.
16. Ball Games: these are not permitted unless played with soft foam washable balls. Any other type may cause damage for which the hirer will be held responsible.
17. First Aid: There is a fully compliant First Aid Kit but hirers should also make their own provision if felt necessary. The PCC will not accept responsibility for accidents on the premises during hire, howsoever caused. All accidents should be noted in the Accident Book. This is kept in the kitchen with the First Aid Kit.
18. Fire precautions: Hirer is responsible for ensuring that escape routes are kept clear. The doors must be kept shut. Fire-fighting equipment is provided at suitable locations throughout the building, and hirer should acquaint him/herself with these.
19. Damage: Hirer is responsible for any damage to the premises during the hire period, and should immediately report any damage seen on taking over the Hall, or during the hire period. In the event of damage, the Hirer is responsible for the cost of replacement or repair, and any liability to third parties or otherwise arising out of any restrictions to the use of the premises caused by the damage.
Furniture and equipment in the Hall belong either to the Hall, the Church or to regular users, and may not be removed without the permission of the owner(s). Please do not drag heavy items such as tables, pianos and chairs across the floor.
20. Shut down and loading: evening events held in the Hall with music must shut down at 10.30 pm latest in order to vacate the Hall by 11 pm latest unless by special arrangement. No unloading before 8 am unless by special arrangement.
21. Cleaning: It is the Hirer's responsibility to leave the Hall in a clean state, with chairs and other furniture returned to their original places and the floor swept.

Additional Party conditions:

- The doors must be kept closed to retain disco noise.
- The music must be switched off by 10.30 pm.
- Your guests must remain inside the venue for the time of the event and not spend time loitering outside which may cause a nuisance to residents.
- All cans and bottles must be disposed of appropriately.
- You must ask your guests at the end of the evening to leave quickly and quietly.
- For children's parties, an appropriate adult must be in the Hall at all times.

I have read and understood the additional conditions of hiring the hall for evening parties. I will be in attendance on the evening and take responsibility for controlling noise and behaviour of the guests.