



St. Andrew's Parish Church Coulsdon

Woodmansterne Road, Coulsdon CR5 2DD

www.standrews.coulsdon.net

Hirer is the St. Andrew's Parochial Church Council (PCC)

TERMS AND CONDITIONS

1. All applications for the hire of any facilities at the Complex must be made in writing to HiringthehallatStAndrews@gmail.com
2. Payment should be made as per the Application for Hire form and associated Invoice.
3. Church functions will **in all circumstances** take precedence over any hiring. The PCC reserve the right to refuse or cancel a hiring to any person or organisation at any time, in which event all payments on account of hire charges, in respect of which use of the facilities has not been made, will be refunded.
4. A Deposit shall be paid by the Hirer to cover any expenses incurred by the PCC in restoring the Complex to a clean and tidy condition after the hire. The deposit will be returned – within 21 days of the conclusion of the hiring, and in the same manner paid – minus any expenses incurred by the PCC.
5. Payment for the full hire charge and deposit is to be made in full, before the start of the hire period and in accordance with the payment terms on the invoice.
 - a. Where full hire payment is not received before the start of the hire period, the booking will be cancelled, and hirer notified by email.
 - b. where a booking is cancelled less than 21 (15 – 20) days before the start of the hire period, the hirer shall pay (perhaps?) 30% of the hire fee.
 - c. where a booking is cancelled less than 15 (8 – 14) days before the start of the hire period, the hirer shall pay (perhaps?) 50% of the hire fee.
 - d. where a booking is cancelled less than 8 days before the start of the hire period, the hirer shall pay (perhaps?) 100% of the hire fee.
6. The PCC will periodically review the hire fee for regular bookings and may at its discretion amend the fee, provided at least 3 months' notice is given to the hirer.
7. The Hirer shall leave the complex in a clean and tidy condition at all times. Any equipment/ furniture shall be replaced after use. The Hirer shall take good care of and shall not cause damage to or permit or suffer any damage to be done to the Complex or to any fittings, equipment or other property therein. The Hirer shall make good and pay for any damage thereto [including accidental damage] caused by any act of neglect of himself or any person on the Complex by reason of the use by him of the hired facilities.
8. No posters, advertisements, flags, or decorations shall be displayed in, upon, or about the Complex without the previous consent of the PCC.



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9. The PCC accepts no responsibility or liability in respect of any damage / theft / loss of any property brought into or left in the Complex by the Hirer.
10. Keys are supplied on the strict understanding that these are not given to unauthorised persons. Any loss must be reported to the Hall Lettings Manager immediately and all keys to be returned on completion of the hire.
11. The Hirer shall be responsible for the payment of Royalties and any other dues payable by reason of the use by the Hirer of films / videos / public performance etc
12. When the hirer is part of a commercial activity, the Hirer is required to have Employers and Public Liability Insurance cover with a respectable insurance company of at least 2 million pounds and the appropriate certificate shall be displayed in the Hall for the duration of the booking.
13. Alcohol may only be consumed within the hall buildings; it must not be consumed on the church premises outside. The sale of alcohol either directly or indirectly at the Complex is prohibited.
14. Smoking is prohibited in all parts of the Church Hall Complex.
15. The maximum occupancy to be adhered to at all times – specifically maximum 70 seated or 100 standing in the main hall and 20 in the smaller room
16. Use of the Servery is to be shared between hirers of the Main Hall, Committee Room and Club Room.
17. There are limited parking spaces on site, and it cannot be guaranteed that these spaces will be available for use by the hirer.
18. Appended to these Terms and Conditions are the following: Appendix 1 - Safeguarding Provision, Appendix 2 - Health and Safety Procedures, Appendix 3 – Guidelines for Activities with Children and Young people. By signing this Agreement for hire, you also confirm that you have read and agree to the terms in these Appendices.