

Easton Christian Family Centre, Beaufort Street, Easton, Bristol. BS5 0SQ

GENERAL CONDITIONS OF HIRE

1. During the period of the hire, the Hirer will be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage (however slight) or change of any sort. The premises should not be left unsecured during the hire period.
2. The Hirer will be responsible for the behaviour of all people attending their activities, whatever their role.
3. The Hirer must ensure that any activities for children under 18 or for vulnerable adults comply with all relevant regulations and legislation, and that any supervisors are appropriately qualified and vetted.
4. The Hirer shall not use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring anything onto the premises which may endanger the same or be contrary to any insurance policies.
5. The insurance held by the Parochial Church Council (PCC) provides limited cover for personal and social users of the Hall. Users who seek to make a profit from their use of the building or who make any form of admission charge or fee to their clientele must ensure that they have appropriate third party liability cover, the details of which will need to be passed to the PCC representative for information as part of the booking.
6. If preparing, serving or selling food, the Hirer must observe all relevant food, health and hygiene regulations, including ensuring that no waste food is left in the kitchen after the event or overnight – all waste must be removed from the premises.
7. The Hirer shall not allow the consumption of alcoholic liquor on the premises without prior agreement of the PCC.
8. The sale of alcohol is not permitted under any circumstances – the building is **NOT** a licensed premises. (The use of alcoholic drinks as a raffle prize does not require a licence.)
9. The Hirer shall familiarise themselves with the location of fire exits, call points and fire extinguishers as well as the emergency evacuation policy. They shall keep fire exits clear.
10. The Hirer shall observe all regulations appertaining to the premises stipulated, inter alia, by the Fire Service, Local Authorities and the licencing authority.
11. The Hirer shall notify the PCC representative without delay in the event of any fire extinguisher being used.
12. The Hirer shall indemnify the PCC against the cost of repair of any damage howsoever caused including the contents, interior and exterior and curtilage of the building which may occur during the period of hire as a result of the hiring.
13. The PCC reserves the right to charge the Hirer a deposit against possible damage and this will be forfeited should any damage occur that is attributable to the Hirer.
14. The Hirer is responsible for safeguarding his/her own personal effects or other property and all such items brought into the building shall be placed and/or used entirely at the owner's risk.
15. The Hirer shall ensure that any electrical or other appliances brought by him/her to be used in the Hall shall be PAT tested within the previous 12 months or less than 12 months old. That they are safe, in good working order and used in a safe manner. Regular hirers must arrange annual PAT testing for electrical equipment kept on site. If phone/laptop chargers are to be used, they must never be left unattended and always unplugged when a room is left empty.
16. At the end of the hiring, or at the close of each working day, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. This includes:
 - a) all items to be washed and put away in the kitchen;
 - b) floors to be swept and any spillages to be cleaned up;
 - c) the building to be properly locked and secured unless directed otherwise;
 - d) the Hirer must ensure that all toilets are left in a suitably clean condition for the next Hirer, ensuring that the bowls are flushed and clean before leaving the building.
17. On leaving the building, the Hirer must switch off all lights and electrical equipment and turn off all taps. Where heating is left on unnecessarily, or taps left running, the PCC shall have the discretion to levy an additional charge.
18. The Hirer must ensure that all neighbours of the Hall are treated with consideration and shall not indulge in excessive noise.

19. If the Hirer wishes to display posters or handbills concerning the proposed hire in shared spaces, they should contact the PCC representative to see if a suitable space can be found for their display. Hirers must not attach anything to any notice board without obtaining this consent.
20. Hirers must ensure that all such posters or handbills are removed when out of date.
21. All such posters or handbills are to be attached to noticeboards with drawing pins, or to other surfaces with 'bluetack' and not with adhesive tape or other forms of fastenings. Bluetack must not be used on brickwork.
22. The building must not be altered without permission from the PCC representative.
23. The use of chewing gum on the premises is discouraged and if this is found and has to be removed by the PCC or their representative, then the Hirer will be responsible for any costs incurred.
24. The PCC reserves the right to refuse any booking where it considers that an activity is based on a religion or philosophy which contradicts the Christian faith and will ask the potential Hirer to seek alternative premises. Hirers must refrain from any activity based on a religion or philosophy which contradicts the Christian faith – details of such activities can be discussed with the PCC representative or Vicar.
25. The PCC reserves the right to cancel the hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election, or for any matter deemed by the PCC to be of Parish importance, or if the building is required for use as a Community Place of Safety, in which event the Hirer shall be entitled to a full refund of any deposit or other payment made.
26. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the PCC shall not be liable to the Hirer for any resulting loss or damage whatsoever, and any commercial losses resulting from such a situation must be covered by the Hirer's own insurance.
27. Keys to the building must not be copied without the prior agreement of the PCC representative
28. Evacuation of the Hall for any reason shall be notified to the PCC representative as soon as possible.
29. The Hirer must notify the PCC representative in writing of any accidents that occur during the hire period within 24 hours of their occurrence. The following information must be recorded:
 - Name, address and telephone number(s) of person(s) injured.
 - Exact time and place of the occurrence
 - Detailed description of the accident or incident including a description of any apparatus or equipment involved.
 - Name, address and telephone number(s) of any witness(es) to the accident/incident.
 - Signed witness statements where possible.
30. The Hirer agrees that any authorised representatives of the PCC have the right to legitimate and unimpeded entry to the premises at all times.
31. The Hirer is asked to let the PCC representative know of any problems that have occurred during the period of hire.
32. The building is a No Smoking area. There is no smoking allowed in the vicinity of the building. This also covers the use of electronic cigarettes. All smokers must ensure they are on the main pavement next to the road before they smoke.
33. It is requested that the Hirer shall ask all users of the building who wish to smoke to only do so away from the building entrance and not throw away any cigarettes near the building entrance.
34. All large items of rubbish must be removed from the building and taken away by the Hirer. Small items of rubbish may be left in the big silver bin.
35. All recycling accumulated by the hirer must be taken away by the hirer.
36. The PCC reserves the right to dispose of anything left in the building after a month. The PCC cannot be held liable for any damage or theft of any items left on the premises, such items are left entirely at the owner's risk.
37. All items, including those located outside the building, must be removed if and when the Hire agreement is terminated.
38. Children must not be allowed in the kitchen except under adult supervision.
39. The fire exits must be kept clear and accessible at all times. This includes the escape areas outside the building.

40. Any temporary alterations or additional wiring/lighting must be agreed in advance with the PCC representative, and the original situation must be re-instated, at the Hirer's cost, at the end of the hire.
41. No alterations or additions to the structure of the buildings or outside grounds can be made without the specific agreement of the PCC, and may require permission from the Bristol Diocesan Board of Finance Ltd in its capacity as Diocesan Authority.
42. The Hirer must not sub-let the building without prior agreement from the PCC representative.
43. Cancellation policy: If the Hirer cancels more than 72 hours before the booking, they shall receive a full refund/not be charged for the booking. A cancellation 24 hours to 72 hours before the booking shall incur a cost of 50% of the booking. Any cancellation which is received less than 24 hours before the booking will still be charged at the full price of the hire.

I/We have read and accept the General Conditions of Hire as specified above.

On behalf of the hirer:

Name: _____

Organisation: _____

Address: _____

Tel. No. _____ email: _____

Signature: _____

Date: _____

On behalf of Easton Christian Family Centre PCC:

Name: _____

Address: _____

Tel. No. _____ email: _____

Signature: _____

Date: _____