

MAJENDIE HALL, ST MARY'S CHURCH, SPEEN, NEWBURY

CONDITIONS OF HIRE

1. Hirers must be over 25 years of age and approved by the Majendie Hall Group (MHG) acting on behalf of the Parochial Church Council (PCC).

Deposit

2. For private functions, a security deposit of £50 will be required over and above the hire charge and the cheque will be banked prior to the hire. The deposit will be returned after the event (*via* a cheque) less the cost of any extra cleaning or repairs, which are required as a result of the hire.

Safety and Security

3. Unless otherwise agreed, no more than 100 attendees shall be permitted in the Hall. The premises shall be vacated no later than 11pm at night. It is against the law to smoke in any part of the Church or Majendie Hall.
4. Any electrical appliances brought in the Majendie Hall must have a current certificate of electrical safety (PAT Test). Please ensure that all electrical equipment is turned off before exiting the hall.
5. For Health and Safety reasons, fireworks must not be set off from the premises.
6. In order to retain floor condition, chairs and tables are to be lifted, not dragged.
7. Before vacating the Hall, please ensure that all windows are fastened, that all doors are closed, that the cooker is off and all lights are switched off.

Housekeeping

8. Users should leave the Hall in a clean and tidy condition at the end of the hire period. The floor should be swept. Any spillages onto the floor should be wiped up immediately with a clean damp cloth. **Please note that the length of time the facilities are hired and paid for must include the time required for setting up and clearing up.**
9. Notices or objects may not be fixed to any of the walls. Movable display boards may be used, but posters, pictures etc. must be removed at the end of each hire.
10. Heating is controlled by room thermostats, which must not be altered.
11. All breakages/damage should be reported as soon as possible after the hire to the Bookings Administrator (of the MHG), details of which will be provided on the Hire Application Form. The hirer may be liable for the cost of replacement/ repairs.
12. The kitchen is to be left tidy and clear of all utensils, food, cleaning materials and rubbish sacks. Crockery and cutlery is available for hire at an extra charge of £25. Crockery and other equipment should be returned to appropriate cupboards and drawers. Surfaces should be cleared and wiped. Please make sure the dishwasher and cooker are clean and empty before exiting the hall. Please remove all food remaining at the end of the hire period and ensure that you do not leave items in the fridge.
13. Hirers are responsible for the removal of **all waste** in excess of a swing-bin-sized bag from the site including empty bottles. Waste should **not** be placed in the bins outside the hall but must be taken away.
14. Cooker and dishwasher instructions may be found in the kitchen. Please clean the cooker after use, and replace any shelves that you have removed from the oven.
15. Please check that the toilets are flushed and mopped where necessary before leaving at the end of the hire.

Supply of alcohol

16. Please note that any hirer is welcome to supply alcohol at his/her function provided that no sales take place – glasses must be provided by the hirer and all empty bottles/cans taken away. Unauthorised sale of alcohol is a criminal offence, which carries heavy penalties.

17. Fire regulations and responsibility in the event of such occurrence

The Majendie Hall meets all requirements in respect of applicable fire regulations.

It is the Hirer’s responsibility to ensure that fire exits, and approaches to them, are kept clear and available for evacuation in the event of a fire.

It is the Hirer’s further responsibility to be aware of the Fire Procedures, and in the event of fire occurring, to supervise swift and complete evacuation of the building and, subsequently, to call the Fire Brigade.

Public Liability Insurances

18. St Mary’s Church holds Public Liability Insurance of £5m but this only covers Church events.

Hirers should consider their insurance position when planning any event to be held at the Hall.

19. Payment

Payment by cheque will be due within 14 days of the date of hire of the Hall .

Child Safety

20. **You** are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, damage or harm.

Declaration

21. I understand that the retail sale of alcohol without a licence is a criminal offence and confirm that it will not take place during the hire period.

I further confirm my understanding that St. Mary’s Church, Speen and its members have no responsibility for loss or injury due to fire or other cause during the period of hire.

Signed Date

Please print name here:

**WHEN LEAVING THE BUILDING PLEASE ENSURE THAT ALL DOORS ARE CLOSED
PLEASE TURN OFF COOKER IN KITCHEN AND ALL LIGHTS.**

Additional Terms and Conditions for hiring the Majendie Hall, St Mary's Church, Speen
for Regular Bookings from November 2011

Payment

Payment(by Cheque) will be due within 14 days in advance of the dates upon which the Hall is hired unless otherwise agreed in writing.

Upkeep

Compliance with the "Conditions of Hire" (attached) is part of these terms and conditions.

The Hirer is responsible for the cost of rectifying any damage to the Hall, or breakages, or loss of any equipment belonging to the Hall that occurs during the hiring.

Insurance

St Mary's Church, Speen has public liability insurance cover for £5m for any one event. Details of the policy are available on request.

Changes and Cancellation

The Majendie Hall Group reserves the right to increase the hiring charges at any time, but this will normally be notified in September each year with effect from the following January.

Any changes to the dates, times or location must be requested in writing to and agreed by the Bookings Administrator.

The Bookings Administrator reserves the right to change dates, times and location. However, it will first consult and also give as much notice as possible.

This contract may be cancelled by either party giving six weeks written notice although longer notice is appreciated when possible.

The Bookings Administrator reserves the right to give the hirer a minimum of one months notice to cancel a specific session(s) on a particular date(s); if so, a pro-rata rebate or credit will be given. Whilst every effort is made to reduce such occurrences to a minimum, hirers should be prepared to some sessions to be 'reclaimed' for Church events. This may be up to four times in a year for hirers who use the hall on a 52 week basis. It is normally much less for term time only hirers.

The Bookings Administrator has the right to terminate this agreement immediately if the Hirer does not comply with these terms and conditions.

Appeal Procedure

The Hirer has the right to appeal to St Mary's Parochial Church Council (PCC) if they feel they have been treated unfairly. The appeal should be made in writing to the PCC Secretary (Jane Burrell, Walnut Tree Cottage, Oxford Road, Donnington, Newbury RG14 3AG ; pccsecretary@st-mary-speen-org) and will be considered at the next scheduled PCC meeting.

Waiver of Rights

Failure to either party to exercise their rights under this contract does not constitute a waiver of those rights.