



## **GARDEN HALL INDIVIDUAL HIRE AGREEMENT**

Thank you very much for your enquiry to hire Garden Hall for your event, we look forward to welcoming you.

To confirm your booking, please pay your deposit of £200..... in respect of the hire of Garden Hall within 3 days of receipt of this letter: payment by BACS, cheque or cash. The duration of your hire includes set up and subsequent tidying up by you, and any outside contractors you employ, and it is expected that you will leave the hall at the end of your time of hire. The payment of your deposit confirms your acceptance of our hire agreement which is on the following pages.

We are acutely aware of our responsibilities as good neighbours and for this reason we are strict about evening parties ending promptly at 11pm. In addition, we have fitted into the power system a device which, after a warning, will shut off power to the hall if music is played above the recommended legal limit. We would ask for your cooperation in keeping noise levels down to that which you would expect to tolerate in a residential area and in ensuring that your guests leave the area quietly. We raise these issues with you at this stage just in case you think that the restrictions we ask you to impose are unsuited to the party you have planned. If that is the case, then please feel free to notify the Parish Office within seven days of receiving this letter and any deposit you may have paid will be refunded.

You will collect your key from a coded key box and pay your hire fee by bank transfer. Please use your surname and invoice number as a reference for bank transfers.

### **Parking**

You have permission to park two cars, in the churchyard; parking is not permitted in the churchyard during church services. Please ensure you do not park in a way that would obstruct the access of the Emergency Services to any of the church buildings.

**NO VEHICLES ARE PERMITTED ON THE GRASS IN FRONT OF THE HALL AT ANYTIME INCLUDING DELIVERIES**

### **Conditions of hire**

1. All communications must be through [bookings@stmaryswimbledon.org](mailto:bookings@stmaryswimbledon.org)
2. The minimum hire period is 3 hours and the maximum hire period is 5 hours.
3. The hall is for children's parties, family celebrations, local residents & meetings. Funeral wakes & wedding reception use is conditional of St Mary's Church for the ceremony. No religious ceremonies are permitted in the halls.
4. The hall is a No Smoking area. This includes the area immediately outside the hall or any of the church buildings.
5. Evening users must ensure that their guests leave quietly by 11.00pm and the hall closed no later than 11.30pm.
6. Please turn out all the lights on leaving. It is the hirer's responsibility to ensure that all windows and doors are closed. Please secure the top and bottom locks and post the key in an envelope through the green upper letter box marked "Parish Office" at the door to Fellowship House. Any keys must not be lent, given or copied by any party. A list of emergency contacts is supplied with the key. Please keep strictly to the order of priority and only use as a last resort.
7. Please ensure that you use the bifold doors correctly, instructions are on the notice board in the Garden Hall entryway.
8. Hire of the hall gives exclusive use of the hall only and the kitchen with prior arrangement but not to any other part of the building and in particular access to the toilets must be permitted for church users.
9. Alcohol is not to be sold at the event. If it is, the hirer is responsible for applying for a temporary event notice, which should be seen by the PCC representative before the event. You will be responsible for ensuring that no one under age contravenes regulations regarding alcohol and that any alcohol sold or unsold is used responsibly.

10. Any letting of the premises requires a responsible person to be present at all times; this should be the contact given at time of booking; the Parish office must receive prior notification to any changes of responsibility.
11. You are responsible for ensuring that outside contractors employed by you, know of, and comply with, the terms and conditions of hire. Please supply the office with the contractor's details when collecting your key.
12. Any advertising material should be approved by the Parish Office.
13. Only assistance dogs are permitted in the hall.
14. The Parish Office personnel reserve the right to enter the facilities at any time during the event: Garden Hall is a public building and there may be times when people who are not involved with your function, may wish to make use of the kitchen and toilet facilities.
15. If there are children or vulnerable adults in the Garden Hall during your booking time, please read the Safeguarding Policy Statement below carefully and ensure that you comply with the requirements; your booking agreement is conditional upon you complying with it. You are responsible for the children and vulnerable adults in your care and you are required to ensure that all children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and that you carry full liability insurance for this.

### **Furniture & Furnishings & BALLOONS**

1. All furniture is to be returned, as found, in a clean and ordered manner. All chairs should be stacked sensibly on the trolleys and the tables should be returned CLEANED to the racks on the wall opposite the doors.
2. Nothing must be allowed to mark the fabric of the building. In particular, please do not attach any decorations to the walls or windows. Candles may be used as table decorations only; any wax deposits remaining after the hire period will be removed at your cost.
3. Balloons- **no balloons may be taken into the garden to protect local wildlife from rubber refuse**, helium balloons must be weighted, cost will be incurred by the hirer for any that require removal by the church from the ceiling.
4. Please remove all items & decorations brought to the hall for your event.

### **Cleaning**

1. Please leave the hall, kitchen and toilets clean and tidy. There is no cleaner employed between hirings.
2. Please do not empty any ice outside into the garden or elsewhere.
3. All cleaning equipment should be used with full understanding of instructions of use; details within cleaning cupboard.
4. Cleaning equipment is in the cupboard in the kitchen - please provide your own bin bags and plenty of tea towels to prevent overuse and the spread of bacteria.
5. Please follow the instructions in the kitchen for cleaning any spills on the wooden floor.
6. There are no waste facilities for hall users. All waste is to be taken home with you immediately after the event. Any rubbish found subsequent to your event will be removed at a cost to you which will also include any resulting pest issues.
7. Please leave the hall, kitchen and toilets in immaculate order so that other people can use it after you and the church finds it in the condition they left it on the Friday. In particular, ensure that the cooker is wiped clean if used and all surfaces and the fridge are left clean and clear of all food and drink.

### **Kitchen & Food Preparation**

1. There are kitchen guidelines on the wall in the kitchen which are there for you and your guests' safety.
2. Signage in the kitchen should be followed and the kitchen left in a hygienically clean state upon departure.
3. It is your responsibility to ensure that caterers you employ are suitably trained and certificated in food hygiene.
4. Advice can be sought here: <https://www.nhs.uk/livewell/homehygiene/pages/foodhygiene.aspx>

### **Music & noise**

1. Music may be played at a volume, which will not affect our neighbours. Please see separate instructions regarding the automatic noise cut-out device for the Garden Hall. All music must stop at 11pm.
2. DJs are not permitted unless for a children's day time party

### **Bouncy Castles- check your insurance!**

1. No bouncy castles are permitted in the hall. The grass area may be used for this purpose but it must first be authorised by the Parish Office. It will incur an extra £20 cost and any equipment must be delivered and removed

during the hire period- **bouncy castles may not be delivered, filled or deflated outside the hours booked for hire. Vehicles are not permitted through the green gates for any purpose including deliveries.** Such use must be supervised and is at your own risk and should be sited away from the building. **The maximum size bouncy castle permitted is 3 x 4 metres.**

#### **No Animals or Livestock of any Type**

1. The HIRER shall not bring to the premises any animals or livestock, nor employ any entertainment that will bring animals or livestock to the venue.

#### **No Ball Games or BBQs**

1. The grass area may not be used for barbecues or ball play or games and its use is subject to any maintenance issues or church requirements.

#### **Insurance, Health & Safety Information**

1. You are advised to check your Household Insurance Policy to ensure that it includes liability cover for the children's party and any activities at your function. In the case of Bouncy Castles, as well as checking with your house insurer, the hirer may offer cover.
2. The hirer is not permitted to use the facilities for any purpose other than the one agreed with the bookings office. No sub-letting is permitted.

#### **Fire Regulations**

1. Ensure that your visitors are aware of fire exits.
2. Fire equipment must not be removed from any locations.
3. Doors are not to be propped open under any circumstances.
4. Any portable electrical devices brought onto the premises and plugged in must have an accompanying up to date safety check; the hirer is not permitted to bring in any supplementary heating appliances.

#### **Hiring Agreement for St Mary's Garden Hall**

THIS AGREEMENT is made **on ...day of ...**

BETWEEN THE PAROCHIAL CHURCH COUNCIL (PCC) of the Parish of Wimbledon, 30 St Mary's Road, Wimbledon, London SW19 7BP and the person(s) or body named below ("the Hirer") whereby in consideration of the sum(s) mentioned in paragraph 4 below:-

**The PCC agree to permit the Hirer to use the premises or part(s) of the premises designated in paragraph 3 for the purposes and period(s) and at the hiring fee specified below:-**

1. **Purpose of Hiring**
2. **Period of Hiring**                      **Date**
3. **Description of rooms and facilities to be hired: St Mary's Garden Hall**
4. **Hiring Fee**

PCC's authorised representative: **...Rachel Rowell.....**

**THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Conditions of Hire for the time being in force and as annexed hereto and in such rules (if any) governing the use of the premises ("the Rules") and as the PCC may for the time being impose and of which the Hirer has been notified.**

**Hirer**

**Address**

**Email address**                      **Telephone number**

#### **Standard Conditions of Hire**

1. THE HIRER shall pay as a deposit of £200. Such deposit shall only be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances

arise. In the event of the PCC cancelling the booking, all fees (including the deposit) paid by the Hirer shall be refunded.

2. THE HIRER shall pay the hire fee due before the day of the booking, as may be directed by the PCC. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. If such a cancellation is agreed by the PCC, an administration fee of £25 will be charged.
3. THE HIRER shall ensure that the Rules (if any) governing the use of the premises are complied with.
4. THE HIRER shall during the period of 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.
5. 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.
6. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lay against the Hirer or his/her organisation whilst using the premises.
7. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.
8. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
9. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
10. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
11. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.
12. THE HIRER is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. THE HIRER must, in the event of an accident, complete the accident book located in the kitchen providing details of who was injured, their home address and contact details, a detailed description of the accident and two witnesses with names and addresses.
13. THE HIRER shall abide by the PCC Safeguarding Policy, acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.

### **PCC Safeguarding Policy Statement- Safeguarding Children and Adults Who May be Vulnerable**

Our policy follows the House of Bishops Policy Statement (2017) Promoting a Safe Church.

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- We accept and endorse the principles set out in Promoting a Safe Church House of Bishops Policy Statement (2017)
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and vulnerable adults.
- We recognise that safeguarding is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Independent Safeguarding Authority.
- We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

Copies of The House of Bishops Policy statement and any parish guidelines and procedures are held by The Parish

Office.