

Catholic Church of Our Lady and St Thomas of Canterbury

1 Norwich Road, Wymondham, NR18 0QE

Registered Charity no. 27842

PARISH HALL - Conditions of Hire

(If the Hirer is in any doubt as to the meaning of the following, the Bookings Manager should immediately be consulted.)

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. The HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabrics and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. The HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
3. The HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Right Society, from Phonographic Performance Ltd, or otherwise, and for the observance of the same.
4. The HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates' Court, or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
6. The HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
7. The HIRER shall not bring any electrical appliances into the Hall without the prior permission of the Bookings Manager and shall ensure that any such appliances used are safe and in good order, and used in a safe manner.
8. The HIRER shall indemnify the Parish for the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
9. If the HIRER wishes to cancel the booking before the date of the event, and the Booking Manager is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Booking Manager.
10. The HIRER shall ensure that the minimum of noise is made on arrival and departure.
11. The HIRER shall ensure that no animals except guide dogs are brought into the hall.
12. At the end of the hiring, The HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise the Booking Manager shall be at liberty to make an additional charge.
13. THE BOOKINGS MANAGER reserves the right to cancel this hiring in the event of the Hall being required for use by the Parish or Diocese, in which case the Hirer shall be entitled to a refund of any deposit already paid. Such a cancellation would only apply to regular bookings, not to one off hiring such as weddings, parties etc.

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14. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Bookings Manager shall not be liable to the HIRER for any resulting loss or damage whatsoever.
15. THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.
16. THE HIRER shall not use the Hall at any other time than specified on the booking form, unless by prior arrangement with the Bookings Manager.
17. The right of entry to the Hall is reserved to the Parish Priest, the Bookings Manager or any police or fire officer during the period of hire.
18. THE HIRER is responsible for ensuring that good order is kept in the Hall during the period of hire.
19. THE BOOKINGS MANAGER may charge the Hirer for engaging the police to preserve order prior to, during, or after the period of hire.
20. THE BOOKINGS MANAGER reserves the right to immediately terminate the hiring agreement if any meeting, gathering or entertainment is deemed not properly conducted or contrary to the conditions of hire.
21. THE HIRER must ensure that property brought into the Hall during the period of hire is removed from the Hall and the grounds belonging to the Parish immediately after the hire. This to include any unsold goods brought in for bazaars, jumble sales and any other occasion when goods are on sale. Failure to comply will result either in a loss of deposit or additional charges to cover the cost of removal whichever is greater.
22. THE HIRER shall not display flags, emblems or decorations inside or outside the hall without the prior permission of the Bookings Manager.
23. THE HIRER shall remove such items (condition 22) at the close of the hire.
24. THE HIRER shall not stick, nail, screw, or any items to the internal or external fabric of the Hall.
25. THE HIRER undertakes to make good any damage to the property of the Parish caused by neglect or default of the hirer or organisation of his or their servants or agents (see notes concerning insurance in Condition 26).
26. The Parish or the Bookings Manager shall not be liable for any injury (including injury resulting in death) or damage to or loss of property, which shall or may occur to, or be sustained by the hirer, his assistants, servants, or agents or others entering on the property in the exercise or purported exercise of the hiring (except such injury or damage as may occur by reason of neglect of the Parish or its servants or agents acting within the scope of her authority. The hirer will indemnify and keep indemnified the Parish, its servants and agents from and against all claims and liabilities in respect of such injuries or damage and all actions, proceedings costs, damages and expenses in regards thereto and also from and against all other liability, claims, demands, proceedings costs, damages and expenses in respect of injury to persons whomsoever which may arise from, or in consequence of, the exercise or purported exercise of the hiring. (see note below).
27. THE HIRER undertakes to ensure that the following regulations are adhered to
 - (a) All wedding receptions/parties to have left the premises and grounds by 10:30pm.
 - (b) The Hall attendance must not exceed the following number of people:

When used for dancing	250
When used for functions utilising seating and tables	110
When used for a combination of the above	160
When used for closely seated audience	250
28. THE HIRER shall ensure that a **no smoking** policy is adhered to in the Hall and anywhere on the Church site including the car park.

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Please use the following email for the hire of the hall: bookings@wymondhamrcchurch.org.uk
(01953) 603104 (messages can be left on this phone)

Please keep for your information:

Please return the completed form overleaf together with a deposit of £50.00. Payment is by Cheque or Bank Transfer.

Account No. 71006312
Sort Code 40-47-27
Account Name Wymondham RC Church

The Parish reserves the right to revise the letting charges at any time prior to the function.
If you have any queries, comments or complaints please contact the Bookings Manager.

Return the completed form together with a receipt confirming payment to Bookings Manager, 1 Norwich Road, Wymondham, Norfolk, NR18 0QE.

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PARISH HALL

Application for hire of the Parish Hall

Date required _____ use of kitchen: yes / no

Time (to include set up and clearing up) from _____ to _____ at £13.50 per hour

Function _____

NB The Parish Hall is in a residential area, therefore the following conditions must be strictly observed. All people attending functions must have left the premises by 10.30pm to fulfil the terms of our licence, and attendance must not exceed the permitted numbers. We do not permit the use of smoke generators on the premises.

To ensure emergency access, please do not park on the brickweave paths. Priority for parking is reserved for church users, but we will endeavour to provide limited parking between the hall and church.

Full name, address and telephone number(s) of the applicant:

Responsible person who will be present until the end of the function:

Name _____

Address and phone number _____

In making this application I/we have read, understand and accept the terms and conditions of hire, and in particular the responsibility of the hirer to ensure that the Hall is left in a clean and tidy condition, including removal of all rubbish and bin contents. I/we understand that failure to do so will result in the loss of the deposit, and an additional charge for cleaning and/or damage if deemed necessary.

Signature _____

Date _____

.....
Booking confirmation (returned to hirer)

Thank you for your booking for _____ (date) which is confirmed at a cost of £ _____

Bookings Manager _____ Date _____