

PINNER PARISH CHURCH HALL

CONDITIONS OF HIRE

APPLICATION FOR HIRE

Application for hire must be made on the form provided.
The applicant must be over 21 years of age.
The Church reserves the right to refuse any application without giving a reason.

DAMAGE, LOSS AND ACCIDENTS

The hirer agrees:

- To defray the cost of making good any damage caused to the Hall or its environs and any damage to, or theft or loss of any fixtures or equipment.

PLEASE NOTE THIS IS NOT LIMITED TO THE £100 BOND.

- To indemnify the Church against any expense, liability, loss, claim or proceedings in respect of injury to or death of any person on or about the Church premises and arising directly or indirectly in connection with the hire of the Hall.

USE OF KITCHEN AND OTHER EQUIPMENT AND GENERAL CLEANLINESS

The hirer is responsible for:

- Leaving the kitchen and any equipment used in clean and tidy condition and the warming oven and any electrical appliances, with the exception of the refrigerator, turned off.
- Returning chairs and tables to the storage area.
- Ensuring the Hall is left in a clean and tidy condition and **all** rubbish is taken home by the hirer.

PLEASE NOTE IF ADDITIONAL CLEANING IS NECESSARY TO RETURN THE HALL AND KITCHEN TO A SATISFACTORY CONDITION THEN THE COST WILL BE DEDUCTED FROM THE £100 BOND.

GENERAL

The Hall is not available for commercial trading purposes. No more than 150 people are allowed in the Hall at any one time. Smoking **is not permitted** in any part of the Hall complex. The hirer is responsible for the maintenance of good order during the function, and shall ensure that the Hall is wholly vacated at the end of the period of hire and all lights are turned off and **all** exit doors are locked.

P.T.O.

ENTRANCE - The main doors open by turning the key clockwise.

LIGHTING – The canopy light comes on at nightfall. The switch for the entrance vestibule lights is at the left of the entrance doors inside. In the foyer switches for the corridor lights are to the right of the door. In the main hall the lights are controlled by two-way switches at either end of the hall.

CHAIRS AND TABLES – These are stored at the far end of the Hall.

HEATING – The Hall is centrally heated by means of a pre-set timer controlled boiler. Each of the four radiators in the Hall is fan assisted and these can be turned on by the switch at the side of the radiator.

TOILETS

Access to female, male and disabled toilets is gained from the corridor by the side rooms.

SAFETY

Please familiarise yourself and your helpers with the whereabouts of the fire extinguishers and emergency exits.

Fire Extinguishers can be located in the following areas:

Entrance Lobby

Far end of the side corridor

By fire exit in the Hall

Kitchen where there is also a fire blanket

The **fire alarm control key** is kept in the cupboard above the fridge. To silence a false alarm follow the instructions on the fire alarm control panel in the entrance foyer.

NEIGHBOURS

Some homes are quite close to the Hall and for the sake of these local residents please do not play music too loudly and when you leave be considerate to our neighbours.

DEPARTURE

- Ensure all crockery and cutlery is clean and stored away in cupboards and drawers provided.
- Leave the kitchen clean and tidy ensuring the gas cookers, warming oven and electrical appliances, apart from the fridge, are turned off.
- Return tables and chairs to the storage area and sweep the Hall floor.
- Check that all windows are shut, lights off and all exit doors locked.
- Take all rubbish away with you.