

ST LUKE'S CHURCH HALL – TERMS & CONDITIONS OF HIRE

(These apply to the use of the Hall, its exterior and grounds)

The Hirer/Keyholder is responsible for the care and security of the property and its contents, the safety of the occupants, and the behaviour of all those using the Hall and the car park. The Hirer shall have adequate insurance for all legal liabilities which could arise, including death or personal injury, to third parties (including employees and volunteers) or damage to the property or the property of others, arising out of their occupation and activities whilst at the Hall.

Keyholders are responsible for the security of the keys. Their name and contact details must be lodged with the Hall Bookings Manager and kept up to date.

A Temporary Event Notice (TEN) must be obtained from Cheltenham Borough Council for the sale or supply of alcohol or the provision of regulated entertainment (see [CBC website: licences and street trading](#))

Any activities with children must comply with the provisions of the Children's Act 2004. The Hirer is responsible for the supervision and control of children and young or vulnerable people during the hire period and the conduct of all persons present. The Hirer confirms that they are familiar with the Home Office Code of Practice "Safe from Harm" and have an understanding of it and undertake to follow the code of practice contained therein in relation to work with children and young people under the age of 18 years. In addition the Hirer confirms that they are compliant with the safeguarding of children and vulnerable adults aspects of their public insurance liability requirements as appropriate.

The Hirer must comply with legislation regarding food and hygiene preparation, (serving and selling of food).

Evidence of compliance with the above conditions must be produced on request.

Any alteration or extension to the booking times must be arranged in advance. The Hall must only be used for the purpose stated at the time of booking.

Parking spaces 5-21 are not available Monday-Friday during the working day. Cars must be parked in designated places without causing an obstruction. (In addition to spaces 1-4 at the front, some parking spaces are available during the working day along the rear wall of the Hall).

Care should be taken to avoid noise nuisance reaching neighbouring houses particularly through open doors and windows, or from users behaving inconsiderately outside the Hall.

Any electrical appliances must be in good working order and used in a safe manner.

The Hirer shall ensure that the Hall is left secure, clean and tidy with rubbish removed.

The Hirer shall make use of the check list provided.

The Hirer shall agree to pay for the repair of any damage or loss.

The Trustees are not responsible for the loss or damage to any personal property.

The Hirer will be asked to sign these Terms and Conditions (preferably on-line, otherwise in person) before using the Hall