

**St Luke & St John Ecclesiastical Charity
St Luke's Church Hall - Cheltenham**

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 [Cheltenham Borough Council info on TENs](#))

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 compliant with the safeguarding of children and vulnerable adults aspects of their public liability insurance 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.

Cars must be parked in designated places without causing an obstruction. Parking spaces 11-28 at the rear of the hall are not to be used Monday-Friday during the working day.

Care must 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 agrees 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 accept these Terms and Conditions (on-line) before using the Hall.