

St Michael's Church, Tadley & St Oswald's Church, Burghfield Common

**THE LEONARD ROOMS IN ST OSWALD'S CHURCH HALL
BURGHFIELD COMMON**

IMPORTANT INFORMATION FOR THOSE HIRING THE HALL

CONTACTS

Parish Secretary: Mrs Barbara Davis , Tel: 01189814572 E-mail
address: tadley@portsmoutdiocese.org.uk

BOOKINGS

To arrange a booking please contact the parish secretary to check availability and provide the information requested on the appropriate bookings application form (appendix A or B) available on the website or from the documents holder in the lobby of the hall.

PARISH PRIORITIES

Funeral receptions and church activities take precedence. It is possible for bookings to be cancelled or postponed in the event of a church service/function. This is quite rare and every effort will be taken to avoid having to do so.

THE CHURCH HALL FACILITY

Our Hall is a Parish facility primarily for use in conjunction with the Church and its services, including baptisms, weddings and funerals. It is available for use by groups associated with the Parish or for other purposes at the discretion of the Parish Priest.

The Hall is owned by the Portsmouth Diocesan Trust and can only be used for purposes which are consistent with the charitable objects of the diocesan trust. It is a condition of a hiring that the Hall will not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times, the Catholic nature of the Hall must be respected. Any breach of potential breach of this condition will mean that the use of the Hall is withdrawn.

The Hiring Agreement and 'Conditions of Hire' can be found overleaf. Users and hirers should read these in full. Applications to use or hire the Hall should be made to the Parish Priest.

The Hire Agreement will not be binding until accepted and signed by the Parish Priest. The Parish Priest may decline the request to hire the Premises at any time at his sole discretion.

HALL KEYS

Organizations making Regular Weekly or Monthly Bookings, at discounted rates, will be provided with their own Hall Key for the duration of their Bookings.

One Off or Irregular Bookings will be required to collect and return a Hall Key via one of our 'Key Holders' living in Burghfield Common, within 12 hours of the start and finish of their booking.

Contact details of Key Holders can be obtained from the parish secretary.

SECURITY

A named individual hiring the hall or authorized by an organization hiring the hall will be asked to sign for and be held personally responsible for the security of the key from the collect, until the return of the key to the Key Holder. They will also be held responsible for the security of the hall whilst they are using it.

DONATIONS

We are not a commercial organization so we do not charge a rental fee, nor invoice organizations but we do publish a guide to donations, suggested for the use of the hall (see below), to cover the cost of utilities used and to contribute to the long-term maintenance of the Hall.

One off Bookings:

(between 6.30am until 11.30pm) **£10 per Hour**

Regular Monthly Bookings (minimum 6 monthly bookings)

(between 6.30am until 11.30pm) **£10 per hour (less 10%) i.e. £9 per hour**

Regular Weekly Bookings (minimum 12 weekly bookings)

(between 6.30am until 11.30pm) **£10 per hour (less 15%) i.e. £8.50 per hour**

Storage (if available): Small Cupboard **£1 per week** Large Cupboard **£2 per week**
Large Items (**individually agreed**)

Music Licences **£5** for one-off bookings, **£10** for six monthly bookings,
£10 for twelve weekly bookings, **£20** for regular Annual Hirers.

Enhanced Kitchen Facilities (use of fridge, microwave, hob oven, and dishwasher)
£2 per booking

Use of Parish crockery, cutlery and glasses **£10 per booking**

Party Bookings (outside - church community) **£25 - £50 according to duration.**

A deposit of **£25 for a private party** is required at the time of booking, and will be returned in full within one week after use of the hall, unless any additional cleaning costs are incurred (such as carpet cleaning). Breakages will be charged at replacement cost to hall.

Please Note: Out of respect for our neighbours, music must cease by 11pm and the site cleared by 11.30pm.

PAYMENT OF DONATIONS

We encourage all our hirers to pay by Bank Transfers if possible. Our BACS details are shown below.

Sort Code: **30 93 04** A/C No: **0088 9440** A/C Name: **PRCDTR Tadley St Michael**
Ref: **Hall Payments**

Alternatively, you can pay by cheque, made payable to **PRCDTR Tadley St Michael.**

THE LEONARD ROOMS - CONDITIONS OF HIRE

1. Use of Rooms (the “Premises”)

- 1.1 The Premises may not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times, the Catholic nature of the Premises must be respected. Any breach of potential breach of this condition will mean that the use of the Premises is withdrawn.**
- 1.2 The use of the Premises shall be confined to the purpose identified in the Hire Agreement. The Hirer shall satisfy himself that the Premises are suitable for the intended purpose.
- 1.3 The Hirer shall not use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything or cause any nuisance or inconvenience to neighbouring properties or bring anything onto the Premises which may endanger the same or render invalid any insurance policies in respect thereof.
- 1.4 Use of the Premises is limited to the accommodation hired and necessary facilities such as toilets.
- 1.5 Car parking is permitted in the Premises car park subject to availability and the Hirer is responsible for supervising car parking arrangements so as to avoid obstruction of the highway and emergency exits. Neither the Parish Priest, the Parish nor the Diocesan Trust shall be liable for any loss or damage, howsoever occurring, to vehicles parked in the Premises car park.
- 1.6 Access to the Church and grounds by parishioners and the general public may not be impeded.

- 1.7 While no reasonable publicity display will be refused, the Hirer is to respect the location of the Church and its grounds.
- 1.8 The Hirer shall permit the Parish Priest and/or Parish representatives to enter the Premises at all times during the hire period.
- 1.9 The Hirer shall comply with all laws, regulations and codes of practice relating to the Premises and relating to the particular purpose of hire during the hire period.

2. No Rights

- 2.1 The Hire Agreement constitutes permission to use the Premises on a non-exclusive basis and confers no tenancy or other right of occupation on the Hirer.
- 2.2 The Hire Agreement is personal to the Hirer who may not sub-let or share possession of any part of the Premises.
- 2.3 The Hirer will be responsible for all actions and omissions of any sub-contractors or suppliers of services (including external caterers or other suppliers of services) for the event taking place and the Hirer shall confirm the identity of such sub-contractors or suppliers to the priest in advance.

3. Preparation and Cleanliness

- 3.1 The Hirer is responsible for setting up the Premises for their use.
- 3.2 No alterations may be made to the Premises and nothing may be attached to the walls or ceilings which may cause damage to the Premises.
- 3.3 The Premises must be left in a clean and tidy condition and all rubbish must be placed in the bins provided or removed from the Premises. Tables and chairs are to be returned to their original position at the end of use.
- 3.5 It is the responsibility of the Hirer to ensure that the Premises are secured and alarms activated (if present) when leaving the Premises. Collection and return of keys should be arranged with the Parish Priest.
- 3.6 Setting up and clearing up is to be within the overall time specified in the Hire Agreement.

4. Noise and Public Order

- 4.1 The volume of amplified music is to be kept to an acceptable level to avoid causing a nuisance to neighbouring properties.
- 4.2 Amplified sound must cease at 23.00hrs hours unless specified in the Hire Agreement.
- 4.3 The Hirer shall be responsible for ensuring that in all cases conduct shall be decent, sober and orderly and nothing contrary to sobriety, decency or good manners shall be performed, produced, exhibited or represented.

5. Opening Hours

5.1 The Premises shall close at 23.30 hours at the latest, unless otherwise specified in writing in the Hire Agreement.

5.2 No function shall extend beyond the hire period and the Hirer shall completely vacate the Premises and grounds including the car park by that time, unless otherwise specified in writing in the Hire Agreement.

6. Licensing & Gaming

6.1 All licences or agreements necessary for the proposed use of the Premises are the responsibility of the Hirer (e.g. all public entertainment, theatre production, music and reproduction of recordings).

6.2 The Hirer shall ensure that, at the Hirer's expense, all licences, consents, permission or agreements necessary when using the Premises for any particular purpose are obtained and in force during the hire period.

6.3 The Hirer shall ensure that Bingo and other forms of permitted gambling will conform to all statutory and other current gaming regulations and codes of practice in force from time to time.

7. Sale of alcohol

7.1 The sale of alcohol is prohibited. The Hirer may provide his / her own alcohol if specified in the Hire Agreement.

8. Deposit

8.1 A deposit of £0.00 (this is individual to each booking) must be paid at the time of booking. This is against damage or the need for additional cleaning.

8.2 The deposit will be returned within a week of the end of the hire period unless repair of any damage or loss or additional cleaning of the Premises is required.

8.3 The Parish Priest reserves the right to deduct the cost of repair of damage or loss from the deposit to pay for any repairs or to replace any losses. If additional cleaning is required £0.00 (this is individual to each booking) will be deducted from the deposit to pay for the cleaning.

9. Cancellation

9.1 Cancellation less than 48 hours before the hire date will forfeit the deposit.

9.2 The Parish Priest reserves the right to cancel a booking by written notice to the Hirer in the event of:

9.2.1 the Premises becoming unfit for the intended use by the Hirer;

9.2.2 an emergency requiring use of the Premises as a shelter for the victims of flooding, snowstorm, fire, explosion or people at risk of those or similar disasters;

9.2.3 the Parish Priest reasonably considering that the hiring may be in breach of the Hire Agreement, the Conditions of Hire or any legal or statutory requirements.

9.3 The deposit will be refunded in the event of cancellation by the Parish Priest pursuant to clauses 9.2.1 or 9.2.2, but no refund will be given in the event of cancellation under clause 9.2.3. In all cases, the Parish Priest, Parish and/or Diocesan Trust shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

10. Health & Safety

The Hirer shall familiarise himself with the Premises Health & Safety Risk Assessment and make all other users aware of the fire procedures for the Premises]

10.1 General Conditions:

10.1.1 The Premises is a **No Smoking** building.

10.1.2 Nothing of an inflammable or explosive nature may be brought onto the Premises.

10.1.3 No additional cooking facilities are to be introduced into the Premises.

10.1.4 The Hirer shall ensure that caterers and persons used for supply of refreshments are required to observe hygiene regulations and any other reasonable requirements of the local Environmental Health Officer.

10.1.5 Animals, other than guide dogs, are not permitted inside the building.

10.2 The Hirer shall:

10.2.1 Accept responsibility for being in charge of and on the Premises at all times during the hiring and for ensuring that all conditions of the Hire Agreement and Conditions of Hire are met.

10.2.2 Provide appropriate risk assessments 14 days in advance of the hire date covering all activities during the period of hire. Failure to provide such risk assessments will deem the Agreement as terminated.

10.2.3 Ensure, so far as is reasonably practicable, that persons using the premises do so in such a way that does not pose a risk to themselves or other people.

10.2.4 Take all reasonable precautions to ensure and safeguard the safety of persons and Parish property by the provision of adequate supervision at all times.

10.2.5 Take all reasonable precautions and make all reasonable efforts to observe all regulations, rules and conditions which relate to health and safety.

10.2.6 Provide any first aid facilities that he deems necessary in accordance with the Health and Safety (First Aid) Regulations 1981.

10.2.7 Ensure that any electrical appliances brought by him to the Premises and used there are safe, in good working order and have a current Portable Appliance Testing (PAT) certificate.

10.2.8 Report any hazards (e.g. damaged carpet or trailing cables) to the Parish Priest as soon as possible and in any event no later than the next working day.

11. Fire Safety

11.1 The Hirer shall familiarise himself with the Premises fire risk assessment and make all other users aware of the fire procedures for the Premises.

11.2 The Hirer shall ensure that no more than the following number of individuals is in the Premises: 80 seated or 120 standing.

- 11.3 Fire extinguishers must not be moved from their permanent positions unless there is a fire.
- 11.4 Seating arrangements must include sufficient gangways for emergency evacuation.
- 11.5 All escape routes and means of exit from the Premises, including in particular emergency exits, are to be kept clear of obstructions at all times.
- 11.6 Fire doors must be kept closed at all times and must only be used in the event of an emergency.

- 11.7 In advance of commencing the use of the Premises, the Hirer shall check that:
 - 11.7.1 all fire exits are unlocked and panic bolts in good working order;
 - 11.7.2 all escape routes are free from obstruction and can be safely used;
 - 11.7.3 no fire doors are wedged open;
 - 11.7.4 there are no obvious fire hazards on the Premises.

12. Accidents and Incidents

- 12.1 The Hirer must report all accidents involving injury to any individual(s) to the Parish Priest as soon as possible and in any event no later than the next working day and the Hirer must complete the relevant section in the Parish's Accident Book.
- 12.2 Breakages must be reported to the Parish Priest within 24 hours of the incident.

13. Indemnities

- 13.1 The Hirer shall be responsible for:
 - 13.1.1 Payment of the deposit.
 - 13.1.2 Indemnifying the Parish Priest, Parish and Diocesan Trust from and against all actions, costs, claims, demands and damages arising from any breach of these Conditions of Hire, any accidents or injuries sustained by any persons arising out of or incidental to the hiring and the Hirer's use of the Premises.
 - 13.1.3 All actions, costs, claims and demands in respect of damage to the Premises, or damage to or loss of property, articles or any items whatsoever placed in or left at the Premises by the Hirer or any persons attending the Premises in connection with the Hirer's use of the Premises and shall indemnify the Parish Priest, Parish and Diocesan Trust from and against such actions, costs, claims and demands.
 - 13.1.4 Any damage (including accidental damage) to the Premises or to the fixtures, fittings or contents thereof and for loss of contents, however caused by the Hirer or as a result of the Hirer's use of the Premises.
- 13.2 The Hirer shall effect, and shall ensure that any sub-contractor or supplier shall effect, adequate Public Liability cover with an insurance company to a minimum limit of indemnity of

£5,000,000 approved by the Parish against the foregoing and produce evidence thereof on demand.

- 13.3 The Parish Priest, Parish and Diocesan Trust are not responsible for and shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, repair work, leakage of water, Government restriction or act of God, or any other event which is beyond their reasonable control which may cause the Premises to be temporarily closed, or unavailable or the use to be interrupted or cancelled.

14. Safeguarding

- 14.1 The Hirer is responsible at all times for the welfare and safety of those attending the Premises in connection with their use of the Premises.
- 14.2 A Hirer hiring the Premises for a children's group or groups must have his own safeguarding policies and procedures and must follow these. The Hirer will be asked to attach a copy of the organisation's own procedures to the Agreement and by signing the Agreement affirms that these will be adhered to at all times.
- 14.3 Any group wishing to make use of the Premises that does not have its own procedures will be provided with a copy of the Diocesan Child Protection Procedures. The Hirer will be required to sign an affirmation undertaking to follow these procedures in relation to use of the Premises.

15. General

- 15.1 No waiver by the Parish Priest of any breach of the Conditions of Hire by the Hirer shall be considered as a waiver of any subsequent breach of the same or any other provision.
- 15.2 If any of these Conditions of Hire is held by any court to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions of Hire and the remainder of the provision in question shall not be affected.
- 15.3 The Hire Agreement and Conditions of Hire shall be governed by the laws of England and the Customer agrees to submit any dispute arising in connection with it to the non-exclusive jurisdiction of the English courts.
- 15.4 The terms of the Hire Agreement and Conditions of Hire are the entire agreement between the parties relating to the hire of the Premises and supersede all oral or written proposals, arrangements and understandings.
- 15.5 Except for the Diocesan Trust, no third party can benefit from this Hire Agreement and the provisions of The Contracts (Rights of Third Parties) Act 1999 are expressly excluded.
- 15.6 No variation or addition to the terms of the Hire Agreement and Conditions of Hire shall be binding upon us unless agreed in writing by the Parish Priest.