

CONDITIONS OF HIRE OF PARISH CENTRE – OUR LADY HELP OF CHRISTIANS, WEST BYFLEET

The Hirer must observe the conditions set out below. Any failure to comply with the conditions will give the Parish Priest (PP)/Parish Finance Committee (PFC) the right to terminate the booking without relieving the Hirer of his obligations as set out below. In the event of any dispute arising from the interpretation of these Conditions of Hire, the decision of the PP or PFC or its representatives shall be final and binding. Please note that the Parish Centre garden is **not** included in any hire.

1. If for whatever reason the PP or PFC cancel a hire their maximum liability to the Hirer is the return of the booking fee. Applications for hire must be made to the Bookings Secretary ourladyshallbookings@outlook.com.
2. The prescribed charges for the use of any rooms within the Parish Centre can be found on our website (<https://www.ourladyswb.org/hall-hire>) and on the booking form or will be quoted on request. These hire fees are subject to revision at any time without notice.
3. The Hirer must complete the official booking form and send it to the Booking Secretary with payment. Bank transfer is the preferred method of payment, but cheques will be accepted. No responsibility will be accepted by the PP or PFC for any cheques undelivered, lost or stolen. A receipt, if required, will be issued on receipt of payment. Key collection and return will be advised at completion of the booking procedure.
4. Should the Hirer wish to cancel the booking, any advance payment will be refunded, providing 2 weeks' notice has been received in writing. Refunds for shorter notice will only be given if an alternative hiring for the same day and time is arranged. Should the Hirer fail to use the Parish Centre at the time of the reserved booking and has not given due notice of cancellation, the Hirer shall forfeit the booking fee.
5. The PP/PFC may refuse to let any part of the Parish Centre without giving a reason.
6. The Parish Centre may not be hired for teenage or adult parties.
7. Entry to the Parish Centre must be from the front entrance on Madeira Road during weekdays.
8. Setting up and clearing away must be detailed on the booking form and covered within your hire. All evening functions must cease by 22.30 and the Parish Centre vacated by 23.00 with due consideration given to local residents when leaving the premises. Any Saturday afternoon bookings must have finished and the premises vacated by 17.00. Sunday bookings are only available from midday.
9. During the period of hire the Parish Centre will not be left unattended or unlocked at any time and the Hirer shall take every care to ensure that no unauthorised person is permitted to enter or make use of any facility. The Hirer shall be responsible for public safety and keeping the emergency exits clear at all times.
10. The Hirer is required to ensure that all children and vulnerable adults are protected at all times following the Safeguarding principles, ensuring correct adult supervision and by taking reasonable steps to prevent the occurrence of any injury loss, damage or harm ([Safeguarding | ourladyswb](#)).
11. All children and vulnerable adults using the premises need to be under constant adult supervision in the Centre. They must be escorted by a responsible adult if going to the toilets or kitchen.
12. No decorations shall be used in the hall without the previous consent of PP/PFC. The Hirer shall not permit the use of helium filled balloons, fireworks or throwing of confetti, streamers or other similar articles in or around the Parish Centre. If the Hirer wishes to display temporary items on the wall or other areas a non-stick 'blue tack' must be used. Any such items must be removed at end of the hire.
13. The electrical installation and any portable equipment provided by us is regularly tested. Test certificates are available for inspection upon request. The Hirer is responsible for any damage or injury caused by any equipment brought on site.
14. The Hirer shall ensure that all persons using the floor of the Main Hall for dancing or sporting activity shall wear suitable footwear and the Hirer will be responsible for any damage to the floor during the hire period.

The Hirer shall not infringe any provisions of the Music or Performing Rights Copyright and any other Licensing Laws

15. We do not allow the sale of alcohol without the explicit permission of the PP or PFC.
16. The Parish Centre shall be left in a clean and tidy condition after use. Any kitchen utensils, crockery and cutlery used shall be properly washed and put away. Chairs and tables must be cleaned and left neatly stacked in the cupboard as found. All clearing up shall be completed before the end of the booked period. The Hirer must remove all waste from the premises when leaving.
17. Smoking is not permitted anywhere on the premises or surrounding areas at anytime.
18. The responsibility for the event always remains with the Hirer. No sub-letting or assignment of the Parish Centre is permitted.
19. The Hirer and those attending the Parish Centre will be permitted to use only those rooms that the Hirer has arranged to hire. The use of the toilets is automatically included, but these may have to be shared in the event of there being more than one hiring or church event at the same time.
20. The car park may be available for use subject to Church events which take priority.
21. The Hirer shall be responsible for any loss or damage to the Parish Centre or the contents, fixtures or fittings relating thereto caused during the period of hire. The PP/PFC shall be the sole judge of the amount payable for any repair or replacement.
22. It is the Hirer's responsibility to ensure that any company or person providing services to the Hirer is aware of the 'Conditions of Hire' and that such conditions apply to them while on the premises.
23. The PP/PFC shall not be responsible or held liable in any way to any person for any loss or injury sustained during the hire of the Centre or for any damage to personal property as a result of the hire.
24. The PP or any member of the FPC shall be entitled to enter any part of the Centre at any time.
25. Heating is not provided during the Summer period (1st April – 30th September). However, if heating is required during these times, it can be provided at an agreed cost.