**St Alban’s Church, Streatham Park**

**Church hall Terms and Conditions of Use**

Hiring of the St Alban’s church hall (‘the hall’) is arranged via the church office on behalf of St Alban’s Parochial Church Council (‘the PCC’) and is subject to the following conditions.

1. **LIMITATIONS AS TO USE**
   1. The church hall shall not be used for any commercial purpose or for Halloween parties, nor for any gaming purposes.
   2. The hirer of the church hall must not be under the age of 21 years.
   3. The maximum number of people allowed is 80 (standing; 50 if all seated)
   4. Bookings are available for periods between 1.30pm and 8.00pm on Saturdays. The church does not take bookings for Sundays. The booking must include half an hour before and after the event for setting up and clearing away. The hirer must not use the church hall outside the booking period.
   5. Sub-letting or other transfer of the booking is not permitted.
   6. The kitchen – which is not licensed by the environmental health authorities – must not be used for cooking, i.e. preparing dishes from their ingredients. However, the kitchen may be used for reheating previously prepared food or for keeping it hot. A small fridge is available.
   7. No other part of the church property may be used, except for access.
   8. No naked flames, flares or sparklers, including barbecues, are permitted on the premises or on church grounds, with the exception of regular-sized birthday cake candles.
   9. By law, smoking is not allowed in the church hall.
   10. No tickets are to be sold at the door to members of the public and no alcohol is to be sold on the premises.
   11. No alcohol is to be consumed on the premises, except for one celebratory drink per person (eg one glass of champagne as a toast)
   12. No posters or other notices are to be displayed anywhere on the premises without prior approval obtained via the church office.
   13. Nothing is to be attached to the walls. Decorations may be attached with Sellotape or blu-tack to wooden or metal parts.
   14. The church hall is part of a Christian community. As a result, events with content from other religions or non-Christian spiritual traditions, or with immoral or occult themes are not appropriate. The PCC reserve the right to prohibit unsuitable content, or to require the hire period to be discontinued.
2. **HIRER’S LIABILITY**
   1. The PCC has public liability insurance which covers issues arising as a result of factors within their responsibility. However, hirers should ensure that their insurance covers their needs. In particular, the following are not covered:
      1. Liability arising out of food and drink supplied at the event;
      2. Liability arising out of the use of bouncy castles or other inflatables, or any activity equipment not provided by the PCC;
      3. Liability arising out of any organised sports activities;
      4. Liability arising out of any other activity of a hazardous nature.
   2. The hirer shall:
      1. Be responsible for maintaining good order during the hire period and for ensuring that no nuisance is caused to activities in the church, or to residents in the vicinity of the premises;
      2. Be liable for any damage caused to the premises, furniture and fittings arising from the hire period;
      3. Report any such damage and breakage to the church office as soon as practicable;
      4. Indemnify the PCC for any expenses incurred as a result of hiring.
   3. Payment
      1. The hirer shall pay the agreed hire fee 2 weeks prior to the booked date. If booked within 2 weeks of the hire date, the full payment must be made with the booking. In the absence of payment on these terms, the booking may be cancelled.
      2. Payment can be made by cash, cheque (payable to ‘St Alban’s PCC) or online payment. The returnable deposit must be paid in cash. Receipts will be issued for all deposits and payments received.
   4. Keys
      1. Keys to the hall must be obtained by arrangement with the church office and returned to the key deposit letter box after the hire (and no more than 24 hours after the end of the hire period should the key be taken away after the hire).
      2. Keys must not be copied, given to or lent to any third party.
   5. Car parking. There are a small number of parking spaces available adjacent to the hall, for the use of the hirer and those attending the hire. For any people attending who have to park in adjacent roads, they are requested to ensure that they do not block or restrict access to neighbouring premises, or in such a way as to cause any hazard to other road users.
3. **HEALTH AND SAFETY**
   1. The hirer (or another adult nominated by the hirer, whose name and address must have been given to the church office before the date of the hiring) must be present during the whole period of the hiring.
   2. The hirer shall ensure that sufficient responsible adult helpers are present to supervise the planned activities.
   3. The hirer shall take all reasonable steps to:
      1. Keep the fire exits, which are clearly marked, free of obstruction;
      2. Ensure that any children, young people and vulnerable adults present are supervised and protected at all times;
      3. Prevent the occurrence of any injury, loss, damage or harm to people or property;
      4. Prevent any tampering with the heating or water heating arrangements, which are preset;
      5. Clean up immediately anything spilt on the floor, furniture or walls;
      6. Ensure that no disorderly person enters or remains on the premises; and
      7. Ensure that loud music is not played in the church hall.

**Please note: the hall is not a loud music venue. Therefore:**

* + - 1. The maximum sound level for the hall is 93dB (spl dBA 1 minute). This is a quiet to moderate disco sound level, adequate for private functions, but not for loud dance music.
      2. External PA speakers must not exceed 100 watts.
      3. If noise levels are controlled after warning, PA/music players may be shut off at the discretion of the church office or PCC representative.
      4. Portable music players can be used.
      5. External doors must be closed if the sound level in the hall is above 80dBA

1. **CLEARING UP**

We keep our rates for community use low because users do their own setting up and clearing away.

* 1. The church hall, including the kitchen and the toilets, must be left in a clean condition, comparable to the condition at the beginning of the hire (please report any defects found on arrival to the church office as soon as practicable). A minimum cleaning fee of £25 will be charged if the premises are not left in a proper condition after each hire. Cleaning up on the day following the session is not permitted. You will be shown where cleaning equipment is kept. Please ensure that:
     1. Tables and chairs are tidily stacked away;
     2. All kitchen surfaces are left clean and tidy, and all taps securely turned off;
     3. All unused food and drink is removed from the premises;
     4. All rubbish is cleared away. You will be given access to the large bin for rubbish disposal – it must only be put in the bin and not left by the bin or anywhere else on the grounds or in the neighbourhood. If all the rubbish will not fit in the bin, you are asked to take it away with you.
  2. Before vacating the premises, all windows and doors must be shut and locked, and all lights switched off.
  3. Equipment
     1. Chairs and tables can be included in the hire for a flat rate of £10
     2. It is preferable if hirers use their own crockery, glasses, cutlery etc. Some items in the kitchen belong to regular hirers, not to the church. If you would like to use any items, please check with the church office.
     3. There are fire extinguishers for safety of hirers: 1 in the hall, 1 in the kitchen and 2 in the lobby area beyond the hall. (See separate leaflet on what to do in the event of a fire)

1. **STORAGE**

No items may be stored in the hall after the event, except by prior arrangement, and only for a maximum of 24 hours.

1. **GENERAL**
   1. The PCC reserves the right to cancel any agreement to hire by giving notice of cancellation and returning the fee paid to the hirer, who shall have no further claim on the PCC.
   2. The church office, members of the PCC and duly authorised officers of the Local Authority shall be allowed access to the hall at all times.
   3. These conditions are subject to any variations as may be required to comply with Local Authority requirements

**BY ORDER OF THE PAROCHIAL CHURCH COUNCIL**

**OF ST ALBAN’S CHURCH, STREATHAM PARK**

**Pretoria Road, London SW16 6RR**

March 2022