

## **ST. BARNABAS' CHURCH, PURLEY**

### **BP HALL: CONDITIONS OF HIRE**

The BP Hall ("the Hall") is the property of the Parochial Church Council of St. Barnabas Church, 69 Higher Drive, Purley, Surrey CR8 2HR ("the PCC"). Its use is subject to the following terms and conditions:

#### **1. LIABILITY**

- a) The hirer is responsible for their own public liability insurance and in signing the Booking Form the hirer indemnifies the PCC against all claims in respect of injury, loss or damage arising from the letting, other than those arising from the negligence of the PCC.

#### **2. LETTING PERIODS & CHARGES**

- a) Details of the letting will be set out in a Booking Form provided by the Hall Bookings Secretary. This must be signed by the Hirer and returned to the Hall Bookings Secretary to confirm the booking.
- b) The Hall will not be let to any person under the age of 21 years.
- c) Lettings cannot be extended beyond 8.00pm on Fridays, Saturdays and Sundays and 10.30pm on all other days, unless approved by the PCC.
- d) Events that overrun the end time specified on the Booking Form will be charged at twice the "Additional Hours" rate applicable to the booking.

#### **3. PAYMENT**

- a) A £20.00 Booking Deposit is required to be paid to confirm the booking. This is forfeited in the event that the Hirer cancels 28 or fewer days before the Hire Date shown on the Booking Form.
- b) The Booking Deposit and Hire Charge must have been paid in full before the Hall key(s) will be handed to the Hirer.
- c) The Booking Deposit will be reimbursed within the 7 days following the Hire Date, provided that the letting is conducted in a satisfactory manner and the Hall is left in a clean and tidy condition.
- d) Cheques to be made payable to 'ST. BARNABAS PCC', and must be supported by a valid Cheque Guarantee Card.
- e) The Hall Bookings Secretary will issue a receipt for all Cash payments.

#### **4. KEYS TO HALL**

- a) The key(s) to the Hall can be collected by arrangement from the Hall Bookings Secretary no more than 5 days before the Hire Date, and returned to him/her no more than 24 hours after the end of the hire period.
- b) Keys must NOT be given or lent to any third party, nor may the keys be copied.

#### **5. SMOKING**

- a) Smoking is not permitted in the Hall, kitchen, toilets or any ancillary rooms.

#### **6. CLEANING ETC.**

- a) Cleaning materials, brushes, mops, dustpans etc. are situated in the kitchen.
- b) The Hall, kitchen, toilets and any ancillary rooms used by the Hirer are to be left in a clean and tidy condition and ready for use by the next hirer/user before the keys are returned to the Hall Bookings Secretary. Cleaning up on the day following the hiring is NOT permitted.
- c) The on-site recycling facilities can be used for plastics, glass bottles and cans (please rinse first). All other refuse, including paper, card, food scraps and other non-recyclable waste must be removed from the premises. No refuse bins are available on the site.

#### **7. DECORATIONS**

- a) There is no objection to decorations being placed in the Hall during a hire period, but hirers are requested not to attach decorations etc. with 'Sellotape' or similar adhesives.

**8. BREAKAGES, DAMAGE ETC.**

- a) The Hirer will be held responsible for the loss of or damage to the fabric, furniture or fittings in the Hall during the Hire Period. In the event of repairs being necessary, these will be carried out by professional craftsmen to the order of the PCC.
- b) The Hirer may not make any modifications and/or alterations to the electrical installation in the Hall.
- c) If lights or heating appliances are left switched on at the end of the Hire period, the cost will be charged to the Hirer. If the Hall is left unlocked, or windows or doors left open, the Hirer may be held responsible for any theft from or damage to the premises which may result.

**9. LICENSING ETC.**

- a) Alcohol is NOT to be sold in the Hall. Hirers are NOT permitted to apply for occasional licences for the sale of intoxicating liquor either on or off the premises.
- b) The Hall is NOT licensed for the admission of the general public for dancing, musical performances or dramatic performances. Events of this nature must be strictly private with admission restricted to personal invitation only to friends of the hirer: the general public may not be admitted, no admission charge may be made and such events must not be advertised to the general public.

**10. NUISANCE ETC.**

- a) In the event of a discotheque, dance or musical performance being held, the Hirer must ensure that the level of sound is kept to a reasonable level so as not to afford a source of complaint to neighbouring householders.

**11. CAR PARKING**

- a) Accessible parking is provided adjacent to the Hall. These spaces are primarily intended for drivers with disabilities, but may be used for short periods for loading and unloading.
- b) Cars and other vehicles are NOT to be parked on or driven over the grass.
- c) There are no other car parking spaces next to the Hall. Hirers are requested to ensure that, when parking in adjacent roads, they do not block or restrict access to neighbouring premises, or in such a way as to cause hazard to other road users.

**12. SAFETY**

- a) The number attending any function or meeting in the Hall is limited to seventy (70) persons. Hirers are responsible for ensuring that there is no 'gate crashing' at functions.
- b) Hirers must ensure that, during the entire period of the letting, all external doors are kept unlocked, illuminated and free from all obstructions.
- c) Hirers should note the position of all fire extinguishers. A first aid box is situated in the kitchen.
- d) Any incidents involving personal injury must be recorded in the Accident Book, which is located in the kitchen. Serious injuries should be reported to the Hall Booking Secretary or a Church Warden.

**13. EQUIPMENT**

- a) The following equipment, located in the Workshop, is included in the hire of the Hall:-

<b>Item</b>	<b>Quantity</b>
Stacking Chairs	40
Lightweight tables: 5' x 2'	6
Lightweight tables: 6' x 2'	2

- b) No other equipment located in the Workshop or other rooms is to be used.
- c) No crockery, glasses or cutlery are provided.

**BY ORDER OF THE PAROCHIAL CHURCH COUNCIL  
OF ST. BARNABAS CHURCH, 69 HIGHER DRIVE, PURLEY, SURREY CR8 2HR**

*First Authorised: December 1981. Revised: April 1983; January 1986; February 1989; October 2002; July 2003; January 2006; March 2011.*