

St Paul's Community Hall, 58 Abbotsbury Road, Weymouth, DT4 0BJ.

E-mail: stpweymouth@gmail.com Tel : 01305 771217

Website: stpaulsweymouth.org



St Paul's Community Hall Terms of Hire

1.	Lettings will not be authorised for politically affiliated groups or religious groups (other than those in sympathy with the aims and objectives of the Anglican Communion). No occult or New Age activities are permitted.
2.	St Paul's Community Hall retains the right to refuse entry to any persons. Hirers and visitors shall comply with any reasonable request or instruction given by Trustees. Anyone failing to comply with these terms and conditions may be required to leave the premises immediately.
3.	St Paul's Church has priority to book the Community Hall and your room allocation may be altered at short notice.
4.	It remains the right of St Paul's Community Hall to refuse hire.
5.	You may not apply for an alcohol license or sell alcohol at your function/event. The consumption of non re-saleable alcohol is permitted. Permission to serve alcohol must be requested on the booking form. The Hirer is responsible for ensuring responsible drinking and that there is no under-age alcohol consumption. There is no consumption of alcohol in the Centre kitchen.
6.	Smoking is not permitted on the premises. Smoking is permitted outside the front of the parish centre, however all butts etc are to be collected and disposed of appropriately. The Hirer is responsible for ensuring that all visitors to the centre adhere to this policy.
7.	No dogs, except assistance dogs, are permitted.
8.	Hirers agree to be considerate of the residents in the neighbourhood and music/entertainment must be played at an acceptable level. All functions/events should cease by 10.30pm.
9.	St Paul's Community Hall will not be responsible for any accidents or injury to persons or property, nor any loss or damage to personal property. In some instances, it is the responsibility of the Hirer to ensure they have Public Liability and Equipment insurance cover. You will be asked for a copy of that document prior to confirmation of a booking. It is your responsibility to risk-assess your activity.
10.	The Hirer will be held responsible for any damage caused, during the period of hire, to any part of the site, or property both internal and external. Any damaged caused by the Hirer, or the Hirer's guests, must be paid by the Hirer upon receipt of the total cost of repairs or replacements.
11.	Serious spillages/breakages must be reported immediately to the Parish Office.
12.	All incidents/accidents must be reported to the Parish Office and be recorded in the accident book which is situated on the kitchen window sill with the First Aid Box.
13.	St Paul's Community Hall is not responsible for loss or damage to vehicles parked in the car park. Please ensure your guests park considerately and always leave the disabled spaces for which they are intended. No vehicles should be left overnight (unless by prior arrangement).
14.	Please note that bicycles are not to be brought into the Centre. There are rings to secure your bicycles to, situated on the right hand side of the building. It is your responsibility to secure your bicycle appropriately.
15 a)	For one off bookings rooms must be vacated by the agreed time of your session/event, as noted on your booking form. Failure to do this may incur extra charges.
b)	For long term lettings an additional period of 15 minutes either side of the agreed time of your session/event, as noted on your booking form, is allowed for the purpose of setting up and clearing away. Failure to do this may incur extra charges.
16.	Furniture, fixtures and fittings must be left as found.
17.	Please do not adjust the heating controls in your room(s).
18.	Only children over the age of 14 are permitted in the kitchen, and must be supervised at all times.
19.	Fees for long term lettings will be reviewed annually in July for implementation on 1 st September. Written notice will be given of any fee increases.
20.	St Paul's Community Hall is unable to accommodate wedding receptions and evening parties.
21.	Under no circumstances are stiletto heels to be worn in the Hall.
22.	Hiring of St Paul's Community Hall does not allow for exclusivity of the car park or kitchen. These are available to church users at all times.
23.	In an emergency the Hirer is to contact Fr Richard at the Vicarage or call the Churchwardens. Their numbers are at the bottom of the noticeboard situated outside the Parish Centre.
24.	The Hirer if preparing, cooking and serving food must adhere to all food health and hygiene safety legislation. The kitchen must be left in a clean, tidy and hygienic condition.
25.	St Paul's Community Hall has an annual closed period for refurbishment, usually during August. The Hirer will be offered an alternative venue if possible, although this is not

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guaranteed.

Paul's Church Community Hall – Booking Conditions.

- Standard minimum room tariffs apply to all private hire service users. Additional charges will be agreed at the time of booking, depending on equipment being used and equipment required.
- Provisional bookings must be confirmed within 2 weeks. Failure to do this will result in the booking being cancelled.
- Before confirmation is given for one off bookings the Hirer is required to pay a non-refundable deposit of £10 and to complete the booking form. At latest, the final balance must be paid in the week before the event.
- For one off bookings the access code will be given on receipt of the final balance and a completed booking form.
- For long term bookings the final balance must be paid within 14 days of submission of our invoice.
- The Hirer must be over 18 years of age and the user of the room(s) booked and must not transfer the booking to a third party.
- Cancellation of a booking shall be made no later than 28 days prior to the event date and the deposit shall be retained by the Parish Administrator, as a contribution towards administration costs and loss of business. Any cancellation made after this time will be charged at the full rate of the original booking, unless the room is re-booked.
- The Hirer is responsible for ensuring that the numbers attending an event do not exceed the number confirmed on your booking, without prior agreement.

Access

Arrangements for access and issues of safety/emergency will be made when your booking has been confirmed. You are requested to make your guests aware of safety issues regarding emergency exits and first aid facilities.

Safety

Emergency access must be kept clear and unobstructed. Fire doors must be kept closed and unobstructed. Fire extinguishers must be kept in their proper place and only used for their proper purpose.

Safeguarding Children, Young People and Vulnerable Adults

For both one off and regular hire of any of St Paul's church premises hirers will abide by their own safeguarding policies, if they have them and the policy and guidance for Safeguarding Children, Young People and Vulnerable Adults issued by St Paul's Church. Hirers are required to ensure that children, young people and adults who may be vulnerable are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring and that they carry full liability insurance for this. There must be an adequate adult / child ratio. If the hiring body is required to register with OFSTED then it is a requirement and the PCC will request to see the registration certificate and record that it has been seen. St Paul's Church Safeguarding Policy (2016) applies to all activities that take place on the premises and copies are available from the Parish Administrator.

Your event

- You are not permitted to affix posters/banners, or any item, to any walls in the Centre and only blu-tac or sticky tape may be used on wooden surfaces.
- Smoke machines are not permitted, in case the fire alarm is set off.

After your event

- The Hirer agrees to leave the premises, which include the room hired, the toilets, passages and kitchen clean, tidy and free of litter and refuse.
- Please replace room furniture as you found it, unless by prior arrangement it is in use by the next Hirer.
- Rubbish bins are provided in the hall and committee room, please use them.
- For function in the Hall and Committee Room you are requested to remove all of your rubbish and food waste from the premises.
- If you have used any crockery or cutlery please ensure it has been cleaned and returned.

Regular users and agencies who store items within the Community Hall

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St Paul's Community Hall accept no responsibility for any stored equipment, or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed or packed away in designated cupboards or allocated storage areas at the end of each session.