

St Lawrence Parish Church Community Hall

Lawrence Street, York, YO10 3WP

stlhallbookings@gmail.com

Conditions of Hire

We are glad to welcome many different groups to use our Church Hall, and hope all events are enjoyable, successful, and run smoothly. These conditions are here to ensure all Hirers have a pleasant – and a safe – experience, and to assist those who run the Hall. Please read through them. If you have any concerns, or have any suggestions to make, please get in touch!

Hire of the Hall is subject to the following terms and conditions:

Bookings and payment

1. The charging period applies to the whole time of occupation by the Hirer – **including setting up and preparation, and cleaning and vacating the Hall.**
2. Payment may be made by BACS electronic transfer or cheque payable to “St. Lawrence PCC”. **Payment by Cash will not be accepted.** On BACS payments the bank should be asked to quote the Invoice Number. If payment is made by cheque, the cheque should have the invoice number written on the envelope, a covering note **and** on the back of the cheque.
3. The Hall may only be used for the purposes, and at the times, agreed – any variation will require written agreement.
4. You must make clear to us, and to others in any advertising or invitations, who is running the event, or on whose behalf it is being held.
5. If the Hall Hirer cancels a booking with less than one month notice the hire charge is non-refundable. For a regular hiring arrangement the hirer must similarly give **one month’s notice** of any particular date that is not required.
6. The Hall may not be used for any unlawful, immoral, or otherwise inappropriate purpose. The Hall Manager and the Trustees reserve their absolute discretion in determining what is an ‘immoral’ or an ‘inappropriate’ activity on Church property.

7. The Hall Trustees reserve the right to enter the premises at any time, and reserve the right to cancel any bookings. In the event of cancellation, charges will be refunded to the Hirer.

8. Hirers may be given a key or the access code to the rear door. Keys remain the property of the Hall Trustees and duplicates must not be made by the Hirer. Hirers may not use either key or door code to gain access to the Hall **at any other time** than that agreed on the booking form.

Use of the Hall

9. Storage of Hirer's property is by specific arrangement with the Hall Manager. Any property left behind will be disposed of.

10. No furniture or equipment may be removed from the Hall.

11. If you wish to attach any notices or decorations to the walls or other part of the structure, please discuss this with the Hall Manager so that no damage is done to paintwork or furnishings.

12. The Hirer will undertake to ensure that any devices brought to the Hall are safe.

13. The kitchen and its facilities must be left clean and tidy. Hirers should read and follow the kitchen use instructions and specific appliance instructions that are displayed in the kitchen.

14. Any spare space in the fridge/freezer is available for use during the period of hire. Please note that items left behind may be thrown away, and there will be a charge of **up to £20** specifically for having to dispose of items left in the fridge/freezer.

15. **The sale of alcohol is strictly forbidden.** It may be possible to offer alcohol with a donations bowl – if you're interested in this option, please discuss this with the Hall Manager.

16. The Hall (including kitchen and toilets) must be left in as clean and tidy a condition as it was found for the next user. Kitchen work surfaces should be wiped over with a clean cloth and floors swept. If the Hall is not suitably clean, you will have to pay a **cleaning charge of £20** per hour required.

17. Hall Hirers must provide their own bags for all waste material, including food. **All rubbish and items for recycling must be removed from the premises and taken away by the Hall Hirer** – we are not able to allow Hirers to deposit anything in the bin at the rear of the Hall. A £50 charge will apply if you are found to have used or left rubbish after your booking.

In addition to this Hall Hirers must not use the tea towels and table cloths belonging to the church.

18. The Hall Hirer is responsible for damage caused to the Hall or its contents beyond normal wear

and tear. Please inform the Hall Manager if something is broken. It may be necessary to charge for replacement of broken items or for other damage.

19. You should ensure that residents of the adjoining Almshouses are not disturbed by noise, especially when people are leaving the Hall.

20. Car parking is available only during the time the Hall is hired and not outside of these times. Events requiring car parking of **more than ten cars** should make this clear in their booking.

A Note on Audio Visual: If you wish to use the AV system, please make this clear at point of booking and you will be sent a separate PDF of instructions and device requirements.

Health & Safety

21. The Hall Hirer is responsible for ensuring the safety of those in the building. In particular, it is very important that the three fire exits are unobstructed, and other safety notices are complied with. Smoking in the Hall is not permitted.

22. Dogs are not allowed in the Hall unless they are guide (or other assistance) dogs.

23. The Hall Hirer is responsible for the supervision, safety, and welfare of children and vulnerable adults attending their event.

24. The Hall Hirer is responsible for ensuring that they have adequate insurance to cover their period of hire. In addition they are responsible, during the rental period for ensuring that any relevant Trading Standards, Local Authority regulations, and other relevant legislation is complied with.

Charges:

Event Type/Charge	October to February	March to September
Commercial	£22.50/hr	£20/hr
Non Profit/Clubs or Societies	£17.50/hr	£15/hr
Cleaning Fee if required	£20/hr	£20/hr
Use of Projector and Screen, please enquire	£30	£30
Failure to remove rubbish or use of church hall bin	£50	£50