**Christ Church Community Hall – Conditions of Hire (reviewed 2021)** 1 **NO SELLOTAPE / OTHER TAPE/ BLU-TAC TO BE USED ON THE WALLS OR CUPBOARD DOORS, WOODWORK, FLOOR or CEILING**

2 No decoration, additional lighting or heating or equipment of any kind shall be brought into the Hall

 without permission from the Bookings Secretary. The Hirer shall be responsible for all articles

 brought to the Hall and ensuring that **any electrical equipment has a current safety PAT label.**

3 In these Conditions, PCC means the Christ Church Brockham Parochial Church Council, which reserves the right to

 make any variations deemed necessary.

4 **Dancing, Drama, Music**: The Hall is **not licensed** for the performance of professional musical or

 dramatic activities.

5 **No assignment or subletting**: The Hirer shall not be entitled to assign or sublet any part or parts of

 the Hall and shall use them only for the purpose(s) for which they are hired.

6 **Numbers admitted** to the Hall shall not exceed 150. The Hirer shall acquaint him or herself with and

 be responsible for Fire and First Aid procedures. Details on the Church Hall notice inside the lobby.

7 **Electrical, Gas, or Water** installations shall not be interfered with.

8 **Fixtures, fittings, furniture, kitchen equipment, crockery and any other articles** in the Hall shall be in

 the care and responsibility of the Hirer during the period of hire, and shall be left in a clean, **tidy and**

 **undamaged** condition in their original position.

9 **All refuse** and **recycling** shall be put in the bins provided, which should be transferred to the outside

 bin area when full (or in the event of a large amount, bagged and disposed of by the hirer).

10 **No nails, screws, drawing pins, sticking tack or tape** shall be driven in or attached to wall, woodwork,

 floors or ceilings. Any breakages or damage should be immediately informed to the bookings secretary.

11 **All chairs and tables** shall be replaced in their storing or stacking positions in the corner walk in cupboard.

 Please follow the instructions and stow as shown by the photograph on the inside of the cupboard door.

 Chairs to be stacked together safely. Tables are not allowed outside except on the patio area.

12 **Smoking is strictly prohibited** in the Hall, kitchen, lobby including in the toilets and is against the law to do so.

A**lcoholic drinks** may not be brought into the premises without the prior consent of the Bookings Secretary. There will be **no alcohol drunk by under 18’s** on the premises and every effort will be made to ensure no

 alcohol is drunk in the vicinity by minors attending the function

14 **Children** are not permitted in the **kitchen** unless under strict adult supervision.

15 The **Fire Exits at the back of the hall** should be kept closed except in the case of an emergency. The **front door is also a Fire Exit.**

16 **No undue noise** shall be permitted in or around the Hall, and all music, dancing and other activities shall cease

 **By 9pm** unless an extension to 11pm has been agreed by the Bookings Secretary.

17 **All keys** and combination settings are registered with Wendy Postles who maintains a list of key holders.

 Under exceptional circumstances, should more be required, contact the Bookings Secretary.

18 **The Hirer** shall **indemnify** the PCC against all claims or liabilities in respect of injury to persons or property

 (including copyright) arising out of the hire and use of the Hall.

19 **All regular users must work within the terms of Christ Church Brockham Child Protection Policy.**

20 **For events attended by under 18’s** there will be no more than 50 children attending the event without prior

 written agreement or permission of the PCC via the Bookings Secretary and the Hirer will ensure there are

 responsible adults **including themselves present at all times** in the following ratio:

 2 adults for 1-20 minors; 3 adults 21-30 minors; 4 adults for 31-40 minors; 5 adults for 41-50 minors.

 Where children are infants aged 5 or under the above ratio of adults to children should be doubled

 e.g. **4 adults for 1-20 infants.**

21 **We do not allow activities with a non-Christian connotation to take place for example yoga. If in doubt please contact the**

 **Bookings secretary**

**Please study these Conditions and retain this copy**