

CHRIST CHURCH COLLIERS WOOD



**MERTON
PRIORY**
CHRISTCHURCH
HOLY TRINITY
+ ST. JOHN'S +
**TEAM
MINISTRY**

We rely on people who hire our premises to follow these conditions so that we can keep costs down and quality up.

CONDITIONS OF HIRE OF CHRIST CHURCH HALL

1. These conditions (the “Conditions”) govern the hire of the church hall (the “Hall”) of Christ Church Colliers Wood (the “Church”) by one-off users (the “Hire”).
2. All persons or organisations wishing to hire the Hall must complete a booking form in the prescribed form (the “Booking Form”) by which that person agrees to these Conditions. For the purpose of these Conditions, the “Hirer” will be the person/organisation named on the Booking Form. The signing of the Booking Form creates a contract between the Hirer and the DCC of the Church (the “DCC”). The decision of the DCC (or any committee thereof) will be final in all matters concerning the Hire. The DCC will appoint one of its members to be the “Hall Administrator”, whose contact details will be contained on the Booking Form.
3. All bookings must be made by a person aged at least 18 years of old (documentary proof may be requested). The Hall may not be hired for activities for teenagers (excluding church activities).
4. The Hirer should book the Hall for the whole time it is needed. This must include the time for preparation and clearing up. It is not permissible to “come in early” unless the time is booked. There may be other users before and after.
5. Use of the kitchen facilities and toilets is included.
6. Under a health and safety regulations, a maximum of 80 people are allowed in the Hall at any one time.
7. Parties/events arranged for people aged 18 and under will require a face to face meeting between an authorised representative of the DCC and the responsible adult(s) prior to any booking being accepted. Responsible adults must be present throughout (set up, during the event and clearing up) at any party/event organised for people under 18 years old. The adult to young person ration should be commensurate with the ratios stated in the Diocese of Southwark Policy for Safeguarding Children i.e. 0-2 years: 1 person for every 3 children, 2-3 years: 1 person for every 4 children, 3-8 years: 1 person for every 8 children; over 8 years: 1 person for the first 8 children and then 1 extra person for every extra 12 children.
8. The Hall (including the kitchen and toilet) must be left clean and tidy. Unused food must not be left on the premises. The Hirer needs to make appropriate arrangements for the disposal of rubbish. Rubbish bags are provided. Any recyclable rubbish may be left in the designated recycling bin if there is space. Any other rubbish should be bagged and must be taken off site for disposal by the Hirer. Part or all of the deposit may

Christ Church, 58 Christchurch Road, Colliers Wood SW19 2NY

be retained if rubbish is left in the Hall or in its vicinity. See the attached checklist of things to do before leaving the Hall.

9. The Hall and the Church grounds must be vacated by the time stated on the booking form. All activities (including any music) must finish by 9.30pm and the premises vacated by 10pm. The Hirer will be responsible for time keeping and liaising with the relevant member of the church who is locking up the hall at the end of the event. Failure to vacate the premises by the time stated on the Booking Form may result in additional charges not exceeding £15 for each 15 minutes or part thereof beyond that time. Due consideration must be given to the neighbours behind and beside the Hall and the church.
10. Unless alternative rates are agreed with the Hall Administrator at the time of booking, the Hire charge is £23 per hour before 6 pm and £33 per hour after 6 pm. The Hire charge must be paid at least one week in advance of the event, otherwise the booking will be cancelled. Payment may be made by cash, cheque (made payable to **Merton Priory PCC (Christ Church)**) or by direct bank transfer (A/C No 0022343 S/C 40-52-40).
11. In addition to the Hire charge a deposit is required for each Hire which must be paid in order to secure the booking. The deposit is £100 and must be paid at the same time, or before, the Hire charge is paid. The deposit will be returned to the Hirer when the premises have been checked and found to be intact and in good order and that these Conditions have been observed.
12. If the booking is cancelled by the Hirer less than 14 days before the date of Hire, the deposit and 50% of the Hire charge may be retained at the discretion of the Hall Administrator. If the booking is cancelled on the date of Hire (or no notice is given of cancellation), the deposit and 100% of the Hire charge may be retained at the discretion of the Hall Administrator.
13. Cash is not to be left on the premises.
14. In the event of breakages, damage or defacement to the Hall or its contents or if the Hall is not left adequately clean and/or tidy, the cost of replacement, repair and/or tidying will be charged to the Hirer. Any breakages, damage or defacement must be reported to the Hall Administrator as soon as possible.
15. If you are considering hiring the Hall on a regular basis we shall be pleased to quote a special rate. Block Bookings are negotiable with the Hall Administrator. Agreement to a regular booking in no way constitutes a tenancy agreement.
16. The principal use of the Hall is for Church functions. The Hire is on the condition that the Church has priority if it requires use of the Hall. As much notice as possible will be given to the Hirer if the Hire has to be cancelled due to the Hall being required for use by the Church or due to maintenance.
17. The Hirer is responsible for taking all necessary safety precautions in connection with the Hire. Safety notices on display in the Hall must be adhered to by the Hirer and all members and/or guests, including those indicating fire exits and the use of fire extinguishers. The side gate is the fire exit from the Hall and the Hirer must ensure the side gate remains unlocked at all times that the Hall is occupied.
18. In keeping with the Health and Safety Regulations, there is an accident logbook which must be completed in the event of any accidents and the Hall Administrator must be informed. This logbook is in the Hall kitchen. The Hirer should also familiarise him/herself with the Church's Health and Safety policy (available on making the booking and from the Hall Administrator).

19. The Hirer accepts full responsibility for their members and/or guests and their property whilst on the premises. The DCC is not responsible for the property of the Hirer or the property of its members and/or guests. Events will be terminated if the Conditions are not adhered to at any stage.
20. The DCC will not accept liability for any injury, loss or damage to any person or personal belongings whilst on their premises.
21. Hirers should make appropriate insurance arrangements. The DCC does not take out insurance to cover a Hirer's contents or liabilities. Hirers may be requested to provide evidence of current Public Liability and Material Damage Insurance.
22. It is forbidden to buy or sell alcohol in the Hall or on the Church grounds. No alcohol is permitted anywhere in the Hall or on the Church grounds for any event organised primarily for people under 18 years old. Drugs and other illegal substances are not permitted anywhere on site.
23. The Hirer has a duty to ensure that nothing in the preparation for, or conduct of, the Hire, infringes the law (for example, by conduct likely to cause a breach of the peace or incitement to illegal acts by undue noise).
24. Electrical equipment may only be brought into and used in the Hall with the prior permission of the Hall Administrator. Bouncy castles are not permitted in the Hall, nor is it permitted to affix sticky tape to the floor or walls.
25. Press, television or other media broadcasting is only permitted in the Hall or the Church grounds with the prior permission of the Hall Administrator.
26. If the Hirer wishes to use the Hall for a play or concert, the Hirer is responsible for obtaining any necessary entertainment licence from the London Borough of Merton and may be required to produce such licence on request by the Hall Administrator.
27. Unless specific arrangements have been made, any item left behind in the Hall or the grounds of the Church after the Hall has been vacated will belong to the Church and may be disposed of.
28. Smoking is not permitted in the Hall or the Church grounds. In the Smoke Free Premises Act, the Hall Administrator must be notified of any incidents regarding smoking in breach of this condition.
29. No animals are permitted in the Hall or the Church grounds other than guide dogs.
30. Events involving people who are under 18 years old will require the application of a Child Protection Policy. The Hirer may use the Diocese of Southwark Policy for Safeguarding Children (a copy of which is available at <http://www.southwark.anglican.org/what/diocesan-policies-procedures>) or may use their own (this must comply with Government Safe and Harm guidelines).
31. All activities must be suitable within the ethos of the Christian church. The DCC retains the right to cancel bookings immediately on notice if it becomes aware that they may in anyway threaten the sanctity and reputation of the church.
32. Parking in the Church grounds is permitted. However, driving and parking on the grass is not permitted and all or part of the deposit may be retained if tyre marks are left on the grass or plants are damaged.

May 2016

Christ Church, 58 Christchurch Road, Colliers Wood SW19 2NY

CHECKLIST ON LEAVING THE HALL

When leaving the Hall, please make sure the following are done:

- Turn off all taps (in the kitchen and the toilets)
- Turn off all plugs (except the fridge)
- Ensure all rubbish (including nappies) is removed from the Hall and either put in the Church recycling bins (in the case of recyclable rubbish) or disposed of off-site
- Wipe down and clean the tables and chairs
- Fold up all tables and chairs and stack the chairs
- Sweep the floor and mop up any spillages (brushes and mops are in the cupboard in the Hall)

CHRIST CHURCH COLLIERS WOOD

Address:
Christ Church
58 Christchurch Road
Colliers Wood
London SW19 2NY

Telephone: 07807488594

HALL BOOKINGS

- 1 ALL bookings must be made in person at the Church. Bookings can be made after the Sunday morning service (this takes place from 11:15am -12:15pm, and you are most welcome to come along). Alternatively please come to the Church **12:15pm - 12:45pm** on any **Sunday**. The Hall Administrator is **Manley Robinson**.
- 2 Bookings must be paid for in full at least one week in advance and a receipt will be given stating clearly the hours of opening and closing of the Hall. Any cancellations must be notified by calling 07807 488594 at least two weeks before the event, otherwise cancellation charges may apply – see the Conditions of Hire.
- 3 A deposit is required to secure each booking. The deposit will only be refunded if all Conditions of Hire have been met. Any deposit/charges refund due will be posted back to the address below.
- 4 Cheques should be made payable to **Merton Priory PCC (Christ Church)**. For direct bank transfers, the bank details are: account no. 00022343, sort code 40-52-40.
- 5 Date Hall required: _____
- 6 Arrival Time: _____
- 7 Departure Time: _____

Amount due: £100 deposit plus £23 per hour until 6pm
£100 deposit plus £33 from 6pm

TOTAL: _____

Any changes to times should be confirmed and agreed by the Church at least two weeks in advance of the date of hire.

No Smoking in the Hall or Grounds

No driving or parking on the grass

No bouncy castles in the Hall

All rubbish must be removed

For Church Use:

Opened By: _____

Closed By: _____

Name of Hirer: _____

Address: _____

Telephone No: _____

Email: _____

I have seen and agreed to the Conditions of Hire of Christ Church Hall

Signed: _____

Date: _____