

Conditions of Hire of Christ Church Hall

Address: 58 Christchurch Road, Colliers Wood, SW19 2NY Tel: 07807 488594

- 1 Hirers are responsible for their own property and for the insurance of that property. Christ Church is not responsible for the property of hirers or of the property of those visiting the event.
- 2 Organisers have a duty to ensure that nothing in the preparation for, or conduct of hiring, infringes the law (eg conduct likely to cause a breach of the peace or incitement to illegal acts by undue noise).
- 3 Events must finish by 9:30pm at the latest and the hall vacated by 10pm. The hirer will be held responsible for time keeping. Failure to do so will result in a penalty of £20 for each 15 minutes or part thereof beyond 10pm.
- 4 All necessary safety precautions must be taken and events must be properly organised. This is the specific responsibility of the hirer who signs the Hall Booking Form. Safety notices on display in the Hall must be adhered to these include Fire Exits and use of fire extinguishers. The Hall capacity is **eighty people**.
- 5 The Hall must be left in a clean and tidy condition. **All rubbish created as a result of the event must be removed from the premises.** The deposit will be retained if rubbish is left in the Hall or local vicinity.
- 6 Driving and parking on the grass is not permitted and the deposit will be retained if tyre marks are left on the grass or plants damaged.
- 7 Permission to bring in and use electrical equipment must be obtained when booking the Hall.
- 8 Any item left behind after a function becomes the property of Christ Church (unless specific arrangements have been made) and may be disposed of.
- 9 The Hall and Christ Church Grounds are **No Smoking** areas.
- 10 No animals are permitted on the premises with the exception of guide dogs.
- 11 Press, television and broadcasting may only be invited into the Hall once permission has been granted Christ Church Hall Committee.
- 12 Hirers who anticipate that children under the age of eighteen will be present at the event are advised to read the Child Protection Strategy on display in the Hall.
- 13 If the hirer wishes to use the Hall for a play or concert it will be necessary for the hirer to obtain an Entertainment License from Merton Council.
- 14 The decision of the Christ Church Hall Committee is final in all matters concerning use of the Hall. Members of Christ Church have right of access at all times.
- 15 Any damage to the Hall or Christ Church property must be paid for in full by the hirer.

I have read and agreed to Conditions of Hire of Christ Church Hall

Name _____

Date _____

Member of Christ Church _____

Date _____

(This copy to be retained by hirer / Christ Church to retain Hall Booking form)

CHRIST CHURCH COLLIERS WOOD

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

Telephone:
07807 488594

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; you are most welcome to come along). Alternatively please come to the Church **12:15pm - 12:45pm** on any **Sunday**.
- 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 one week before the event. If adequate notice is given, a refund of all or part of the fee is at total discretion of the Church. The refund will be posted back to the address below if all conditions of the hire of Christ Church Hall have been met.
- 3 Date Hall required: _____
- 4 Arrival Time: _____
- 5 Departure Time: _____

Amount due (£20 per hour until 6pm / £30 from 6pm) **TOTAL:** _____

If times noted are altered, this has to be confirmed and agreed by the Church at least a week in advance of the booking.

A refundable deposit for each booking is required against damage.

No Smoking in the Hall or Grounds

No driving or parking on the grass

Name of Contact:

Address:

Telephone No:

Email:

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

Signed: _____

Date: _____

For Church Use:

Opened By: _____

Closed By: _____