

Terms and Conditions For Regular Bookings

We want you to have the best experience possible so we ask that you please help us to keep St Swithun's Hall a pleasant and safe environment for everyone by following the terms and conditions below. This helps the hall run smoothly and allows us to keep costs down.

Hire times and vacating the premises

The hall is situated in a residential area, so we ask that you please leave the premises quietly. We ask that you adhere to hire times, especially the finish time, as other users may need the hall after you and because of COVID-19 we allow 30 minutes before and after your class for set up/clearing away etc and to allow for good ventilation of the hall. The hall must be left clear and clean. Any chairs and tables etc. must be put away ready for the next class.

Bookings and payment and cancellations

Payments are usually made by bank transfer on a monthly basis. Please do provide evidence of payment (email confirmation to the address below). As a regular hirer your booking is assured at your allotted times. However, if for any reason your class/event is not running on a certain date we ask that you let us know as soon as possible and not less than one month before. Failure to give at least one month's notice (unless in the case of significant emergencies) will result in us charging you for the hire. To cancel a booking please contact the office on either 07761378464 or 07496 413937 or email Carla at:

hithergreenchurchhall@gmail.com

There may be rare occasions when we need to cancel your booking for maintenance work or church functions. This is unlikely and we will give you as much notice as possible.

Set-up and decoration

Decorations, signs, displays or anything else can only be attached by Blu Tack. Sellotape, glue or other adhesives, pins, staples, nails or screws are not to be used.

Cleaning up and Clearing Away

We ask that you please leave the hall as you found it, with chairs stacked along the walls in groups of four and any tables used cleaned and put away. The floor must be cleared of any mess or spillages (cleaning equipment is available). Please also make sure the kitchenette and toilets are in a clean and tidy condition.

Access to the hall

You will only have access to the hall (main hall, vestry or kitchen) at the time and date agreed below. If you are found to be using the facilities outside of your booking slot we reserve the right to cancel your hire.

Damage

You must ensure there is no damage to any part of the property or equipment belonging to St Swithun's Hall. If there is any damage to the property or damage to or loss of equipment during your class you will be charged. St Swithun's Hall will undertake any repairs needed and charge you for all costs incurred.

Security and Safety

You are responsible for your class, any staff and your clients. You must provide and adopt at your own cost such measures which may be necessary for the safety and protection of your clients, the property and its contents. St Swithun's holds Public Liability insurance, however, you as the class holder/organiser are responsible for the safety of your clients.

Smoking

Smoking is not allowed in any of the buildings or grounds belonging to St Swithun's.

COVID-19 Restrictions

You are responsible for keeping up to date with the government COVID-19 restrictions. St Swithun's will not be responsible for keeping you up to date. If it becomes apparent that COVID-19 guidelines are not being adhered to we will cancel the hire agreement with immediate effect.

Confirmation of hire date/time

- Day of booking:
- Time of booking:

You will be given 30 minutes before your booked time and 30 minutes after to prep/clean.

Keys

You may be provided with keys for the building. It will be your responsibility to lock up safely. If you have been handed keys you will need to return them when you stop hiring the hall. If keys are not returned you will be charged for replacement locks and all necessary keys.

I hereby sign to say I have understood and agree to the above terms of hire.

Name of hirer

Hirer's Signature_____

Date_____

St Swithun's Representative_____

Date_____

Name of Representative