

CONDITIONS OF HIRE

1. THE HIRER shall not undertake any activity which:
 - Is in conflict with the purposes of the PCC,
 - Causes offence or is likely to cause offence, on the grounds of faith in Jesus Christ.

The PCC reserves the right to cancel any existing booking which they have a reasonable belief contravenes any of these principles.

The PCC reserves the right to accept or refuse any booking.

2. THE HIRER shall pay a security deposit in addition to the hire charge. Such deposit shall be refundable in the event that all the conditions of hire are adhered to.
3. THE HIRER shall pay the balance of fees due before the conclusion of the booking, as may be directed by the PCC. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded. Invoices should be paid within 30 days of receipt. Should payment not be received the access rights of a hirer to the premises may be prohibited. The hirer will be liable for the full hiring fee if the booking is cancelled during the 7 days prior to the event or 50% of the hiring fee if it is cancelled 8-28 days before the date of booking.
4. THE HIRER shall only access the building during the times set out in the hire agreement. If a hire agreement has been entered into for storage the hirer shall only have access to their belongings during periods of hire that they have entered into for general use of the hall.
5. If THE HIRER is provided with a set of keys they must not lend or in any other way pass or copy these keys. The Hirer must keep them secure at all times and they must be returned immediately on request.

6. In accordance with the COVID-19 Government guidance, THE HIRER has responsibility for managing risks from their own activities, including:
 - Completion of a COVID-19 risk assessment; and
 - Pre and post-event COVID cleaning which involves disinfecting frequently used objects (light switches, handles, etc.) surfaces and toilets of the hired spaces using disinfectant spray, anti-bacterial wipes etc.; please note that such cleaning is to be undertaken using THE HIRER's own cleaning materials and within the hours booked.

*The Standard policy is that only hand sanitiser, anti-bacterial / viral spray, hand cleaner and washing up liquid are allowed in public places for everyday use. All other substances, including cleaning products will be secured as per the standing policies.

7. THE HIRER is solely responsible for ensuring that the hall is in the same state that it was when they started the hire. This includes cleaning of all areas and the removal of all rubbish. The cost of any cleaning or removal or rubbish undertaken which, in the opinion of the PCC is reasonably required as a result of the hiring and outside the scope of the agreed hire charge shall be recoverable from the hirer.
8. The HIRER shall not use those parts of the premises not included in their letting e.g. kitchen, although toilets are available for all hirers.
9. The HIRER can arrange furniture and equipment to suit their requirements but ensure that they return them to their original position before vacating the premises.
10. THE HIRER shall not bring or use any portable electrical equipment unless its use has been approved by the PCC and it has been PAT tested. Proof of PAT testing must be available at the beginning of the hire. A portable RCD device may be acceptable with the permission of the PCC.
11. The consumption or sale of alcohol by THE HIRER shall only be allowed with the permission of the PCC.
12. THE HIRER shall not without the permission of the PCC allow any dogs or other animals (apart from assistance Dogs) onto any part of the premises.
13. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises and ensuring that they adhere to all conditions of this hire agreement.

14. The responsibilities for Health & Safety fall upon the THE HIRER. The HIRER present must ensure that they have a confirmed means of communication so that the emergency services can be contacted if needed. THE HIRER will report any accidents or near misses to the Parish office.

15. THE HIRER must not exceed the capacity of the facilities:

The maximum capacity of St Faith's Church is 440 people
The maximum capacity of St Faith's Church Hall is 140 seated or 180 standing.
The maximum capacity of St Paul's Church is 250 with the bi-folding doors closed or 450 with them open.
The maximum capacity of the St Paul's Chapel is 40.
The maximum capacity of the St Paul's Narthex is 135 when used as a café or 200 when used as a function room
The maximum capacity of the St Paul's crèche and meeting rooms are 15 each.
The maximum capacity of the St Paul's Church Hall is 100.

16. The HIRER is responsible for levels of noise and/or disturbance emanating from the premises during the period of hire and should not, during the period of hire cause any nuisance, noise or disturbance to the public or neighbouring residents.

17. THE HIRER shall ensure the proper supervision of car parking arrangements so as to avoid obstruction of the highway and to allow the free movement of vehicles around the premises. The hirer does not have a right to park in the church grounds. Any cars parked in the grounds may be required to leave the premises immediately if space is required for church business or if they are parked inappropriately.

18. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.

19. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims, which may lay against the Hirer or his/her organisation whilst using the premises.

20. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.

21. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring into the premises anything (including any flammable materials or gas canisters) which may endanger the premises users, or contravene any insurance policies relating thereto.
22. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
23. THE HIRER shall not make any alterations, additions or improvements to the property or add fixtures or fittings. Nothing is to be attached to the walls except on designated notice boards.
24. THE HIRER shall not allow anyone to smoke while on the premises
25. THE HIRER shall not store any property or belongings on the site when outside of a period of hire. Any property left by a hirer on the site without prior written agreement will be removed and disposed of at the hirer's expense.
26. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
27. If the HIRER is a church or Christian organisation, they must not video or film their services, conferences or meetings and upload videos onto Social Media or the internet, without first getting permission from the Parish of Brentford, who will need to view all material first.
28. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.
29. THE HIRER is reminded that he/she is responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. The hirer must, in the event of an accident, complete the incident report form provided to him/her along with the hall hire documents at the time of booking the hall.

30. THE HIRER shall be made aware of the location of the First Aid boxes and are able to use them on a self-help basis unless a willing trained first aider is present who will administer first aid as required.
31. Only those sockets identified as protected by a Residual Current Device (or equivalent) may be used to power portable appliances that have not been tested and passed for electrical safety.
32. The use of ladders is only permitted with the authority of the Incumbent or her representative (committee members).
33. THE HIRER shall abide by the PCC Safeguarding Policy, signing the statement provided in part D to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.