

Church Hall Hiring Policy

1. All hirers must agree to the Conditions of Hire in writing.
2. Church hall will not be hired to anyone without a bond.
3. All hirers will be treated equally following our Equal Opportunities Policy. Those hiring the hall will also be expected to comply with this Policy.
4. Our charging policy is outlined below.
5. A deposit of one-third of the hiring fee will be paid to confirm the booking. This will only be refunded in the event of cancellation at the discretion of the Church Council.
6. The balance of the hiring fee, with the bond, will be paid one week before the booking.
7. There is a minimum hiring fee of £60.
8. There is a copyright fee of £20 for the music being played.
9. The rate of hire for the hall and kitchen is £60 per hour (Church Members rate £40 per hour); £50 per hour for the church hall only.
10. The bond will be £50 for all events without alcohol and £150 for events with alcohol. The bond will be refunded within 14 days of the event.
11. If the Hirer is a church member, it is expected that the event will be for the family and friends of the church member and that some of the church family will be present at the event.
12. Church hall will not be hired after midnight. All music will cease at 11pm.
13. Bouncy Castles are not permitted.

Deductions from the Damage Bond

These charges will apply:

1. Music after 11pm. Beginning at £10.
2. Church Hall used outside of agreed time: £80 per hour. (Note: this is not pro rata.)
3. Rubbish not appropriately cleaned. Beginning at £30.
4. The hall, cooker, and car park were not adequately cleaned. Beginning at £30.

Items 3 and 4 are dependent on the charges of the caretakers.

The hall **MUST** be left cleaned and tidied. The floor should be swept and mopped.

Signed

Date