

## Conditions of Hire All Souls Parish Church Premises

1. The Hirer acknowledges that no tenancy is intended to be created between All Souls Parochial Church Council (the PCC) and the Hirer and no relationship of landlord and tenant exists between them. The PCC reserves the right to cancel or change a booking if the church hall (the Hub or All Souls church building) is required for church functions, is used as a polling station, or has any other exceptional need. Any fee paid will be refunded. The right is reserved for a representative of the PCC to enter rented premises at any time.
2. Any person wishing to hire the Premises must be over 18 years of age. The Vicar and the PCC reserve the right to refuse any application.
3. Any parties for young people of 18 years or younger must have the supervision of one adult to every ten young people. (An adult is someone 25 years or older.) Young people must be supervised at all times. Hirers are expected to comply with the Parish Safeguarding Policy. This is prominently displayed in the church hall and the Hub. The Parish of All Souls Harlesden regards the safe care and protection of children as of the utmost importance and expects those who hire or use Church premises to share this concern.
4. The premises are let only during the agreed-upon hours. The Hirer must allow time to set up and clear away within those hours. The premises must not be used before the agreed time of hiring and must be vacated at the time on the booking form. Failure to do so will result in extra charges being deducted from the bond. The premises must not be left unattended during hiring.
5. The Hirer will accept full responsibility for preserving good and orderly conduct during the hire period. They shall bear the cost of making good any damage done to the premises, including the curtilage (outside), and/or contents during the hire period as a result of the hire.
6. The Hirer shall be responsible for making adequate arrangements to insure against third-party claims that may be made against the Hirer or his/her organization whilst using the premises.
7. Valuable items must not be left, even if locked away. The Parish accepts no responsibility for the loss of personal possessions or injury sustained to any persons whilst the premises and Car park are in the use of the Hirer. First Aid boxes are available and the Vicar or churchwarden should be informed of any injury or accident that occurs.
8. Music and noise must be kept at acceptable limits at all times, as judged by a representative of the PCC. **Music must be switched off one hour before the let's end to allow for clearing up.** We respect our neighbours and expect hirers to do the same.

9. Music is subject to copyright law, and the PCC has an agreement with CCLI to license all music played on the premises. There is a fee of £20 for this.
10. The Hirer is responsible for ensuring that any electrical equipment brought onto the premises is PAT tested and compatible with the 13-amp sockets provided. Electrical equipment that is not PAT tested will not be able to be used.
11. For health and safety reasons, the Parish Council reserves the legal right to limit the number of people allowed to use the church hall to 130 (the Hub to 25 and All Souls Church to 250).
12. In compliance with Health and Safety legislation, no food may be cooked on the premises and food must not be sold.
13. Hirers must not attach any decorations or notices to the walls of the premises without prior permission, and decorations and notices cannot be removed without prior permission.
14. Smoking is not allowed anywhere on the premises. No fires, candles, or naked flames are to be used anywhere in the halls or meeting rooms. The Fire Brigade should be called out to any outbreak of fire, however slight, and the accident should be reported to the Vicar or churchwarden. The Hirer is responsible for being aware of where fire extinguishers, blankets and fire exits are and for the observance of all regulations affecting the premises imposed by the Fire Authority, the Local Authority or otherwise and must do nothing to contravene the laws of betting, gaming and lotteries.
15. The car park and rented premises will be left clean and tidy, and all external doors and windows will be secured. All other rubbish must be put in the bins in the bin area (please supply your own plastic bags). No rubbish can be placed in the large Nursery bin.
16. Children are not allowed to play in the car park or the Nursery playground area. This area is not part of the hire.
17. Rented premises must be left clean and tidy. Please ensure you bring cleaning materials and toilet rolls with you. All damage must be reported to the Vicar.
18. Any food or drink spilled on the floor must be cleared immediately; otherwise, an accident may occur.) The Hirer will be expected to ensure that the floors are kept clean during and at the end of the hire period.
19. All accidents must be recorded in the Accident Book in the church hall entrance area beside the First Aid box (the second copy is located in the Hub).
20. Rented premises are not licensed for public performances, public dances, public discotheques or for the sale of alcohol.
21. No alcohol can be sold in the church hall without a Licence obtained from Brent Council and produced as evidence when the final balance is paid.

\* All Souls Parish Church Policies and Documents are available on the website [www.allsoulsharlesden.com](http://www.allsoulsharlesden.com)

Signed .....

Date .....