

ST ANTONY'S CHURCH, WENTWORTH WAY, SANDERSTEAD

CONDITIONS TO BE OBSERVED BY ALL HIRERS AND USERS

- DAMAGE** Any damage caused to the premises or grounds, or breakages or loss of equipment or property shall be made good by the Hirer or by the District Church Council at the expense of the Hirer.
- INJURY** The District Church Council shall not be responsible for any injury to any person, or for the loss or damage to any property belonging to any person using the Hall premises or grounds.
- RUBBISH** Hirer to be responsible for clearing halls and removing from the halls and its environs any rubbish, cans, bottles, etc. immediately after the end of the hiring.
- NOISE** The Hirer must undertake to avoid any excessive noise - particularly highly-amplified 'disco' music - which would annoy neighbours. No music should be played after 10.30pm. Under no circumstances shall the windows and escape doors on the south side of the Hall be opened in order to provide additional ventilation when music is being played. The Hirer must also undertake to avoid noise and disturbance to neighbours when leaving the Hall at the end of the hiring.
- DECORATIONS** No staging, scenery, decorations or the like may be affixed to any part of the buildings or alterations made to curtains, electric lamps or fittings, electrical circuits or wiring, public address installation or stage lighting, without the permission of the District Church Council or its authorised representative .
- GAS/ELECTRICITY** Apparatus may be brought into or near the Hall involving gas under pressure only if it is first approved by the Hall Caretaker.
- ALCOHOL** No intoxicating liquor shall be sold on the premises or grounds, without the permission of the District Church Council or its authorised representative . Where permission is granted, the Hirer is responsible for complying with licensing requirements.
- PUBLIC PERFORMANCES** All performances, plays, scenery, etc. shall conform to the London Borough of Croydon Public Performance Regulations.
- LICENSES** The Hirer is responsible for obtaining and paying the cost of any licenses required from the London Borough of Croydon or owners of copyright.
- FIRE PRECAUTIONS** The User agrees to observe all the fire precautions and shall not at any time obstruct or cause obstruction of any gangway, corridor, entrance or exit.
- ACCESS** The authorised representative of the District Church Council shall have the right of access to the premises at all times and the Hirer or User shall comply with all instructions the representative may give, whether verbal or written. **The DCC also reserves the right to the use of the church for services where necessary and that any booking would be cancelled on that date.**
- POSTERS** No posters, placards, photographs, handbills, or advertisements shall be affixed to noticeboards, walls, doors or any part of the buildings without permission from a representative of the District Church Council.
- FURNITURE** Black chairs should be stacked (not more than in 6's) in the Mini Hall after each letting, unless agreed directly with the next group to use the building. 2 large tables remain up in the Mini Hall, others should be stored on the stage at the end of each letting. Small tables should be stored on the stage. Chairs used for church on Sunday should not be used without permission from a representative of the District Church Council.
- KEYS** If the user has been entrusted with a Church key, it must not be copied..

- LEAVING** The hirer must be responsible for turning off all lights etc. and checking that all windows are securely shut before they leave the church building.
- DEPOSIT** **(one-off bookings and new regular)** A deposit of 25% (non-returnable) is due when a booking is confirmed by the return of this form, duly signed, within fourteen days of its receipt; otherwise the booking will be deemed to have lapsed.
- BALANCE** **(one-off bookings and new regular)** The balance of the hire charge is required not later than fourteen days before the date booked unless otherwise stated in the agreement.
- CANCELLATION** Any notice of cancellation must be made to the Hall Letting Secretary. If less than 14 days' notice is given, the Hirer will be liable for 50% of the charge.
- CHEQUES** These may be made payable to "St Antony's DCC."
- REGULAR BOOKINGS** From now on groups who hire the hall on a regular basis will be invoiced 4 weeks before the end of 'term', unless the letting contract states some other arrangement.

NAME OF GROUP/ORGANISATION

I/WE ACKNOWLEDGE RECEIPT OF THE CONDITIONS OF HIRE OF ALL SAINTS' HALL, SANDERSTEAD, AND AGREE TO ABIDE THEREBY. I/WE CONFIRM THAT I/WE HAVE RECEIVED A COPY OF THESE CONDITIONS FOR MY RETENTION.

DATE(S) OF HIRE	TIME FROM TO
PARTS OF PREMISES HIRED MAIN HALL MINI HALL KITCHEN SUNDAY SCHOOL STAGE	OTHER REQUIREMENTS
SIGNED	TELEPHONE NO.
ADDRESS	INCLUSIVE CHARGE £ DEPOSIT ENCLOSED £
DATE	BALANCE DUE £

ONE COPY OF THIS FORM WITH DEPOSIT TO BE RETURNED BY

Please return this form with the cheque to:
Paul Shipley
Parish Administrator
Parish Office
All Saints Church Hall
Onslow Gardens
Sanderstead Surrey CR2 9AB: 0208 657 0665