

# Christ Church Waltham Cross Hall Booking Agreement

## Terms and Conditions

Christ Church will provide a clean and tidy room, all heating and lighting, use of lavatories, kitchen and furniture. There is a First Aid Box in the kitchen, and an accident book, which should be completed as necessary.

The term 'Hirer' in the following conditions shall mean the individual person making the booking, or where the hirer is an organisation, their authorised representative.

The PCC or its authorised representatives may stop any meeting, entertainment or function, which is not properly conducted. Any member of the Parochial Church council is authorised to inspect the premises during the letting period without prior notice. Churches wishing to use the hall for worship must be members of Churches Together in Britain and Ireland and respect Christ Church's ethos of inclusivity.

The PCC reserve the right to refuse any booking or cancel the hire agreement at any time.

*Where the hirer is the representative of an organisation, they agree to ensure that their insurance policy covers public liability for injuries which may occur as a direct result of their own activities and in the event of a subsequent claim and will attach a copy of the policy to the hiring agreement.*

*The Church of England requires that groups hiring church premises on a regular basis have adequate safeguarding policies and procedures in place. The hirer agrees to provide a safeguarding policy appropriate for the activity (sight of which may be required by the Parish Safeguarding Officer) or to be bound by the Policy for Safeguarding Children, Young People and Vulnerable Adults for Christ Church, Waltham Cross and adopt appropriate safeguarding procedures as specified in it.*

The hirer is responsible for ensuring the following conditions are complied with:

- No smoking will be permitted anywhere on the Church premises.
- No open fires, candles or unauthorised electrical equipment shall be used on Church premises.
- Any damage caused to any Church property which occurs during use will be paid for.
- The hall must be vacated on time. If agreed hours are exceeded Christ Church reserves the right to retain the deposit paid or part thereof.
- The lighting and heating must be turned off at the end of the hire session.
- The hirer is responsible for ensuring the premises are secure when they leave and in a clean and tidy condition ready for the next hirer. The hall, kitchen and lavatories must be cleaned and all glassware/crockery washed up and put away; and all tables and chairs and other furniture returned to where they are normally stored before the end of each period of use. *Please note that it is the responsibility of the user to remove all rubbish from the hall, including the churchyard.* If the user fails to observe these conditions the PCC may perform it on behalf of the user and retain the deposit.
- The hirer is responsible for the proper conduct of everyone using the hall during the period of use and shall do his/her best to prevent anyone causing an annoyance or inconvenience to other persons. In particular, the user must keep noise to a reasonable level, having regard for surrounding residents.
- The hirer is responsible for calling the Fire Brigade to any outbreak of fire however slight and for reporting this immediately to the hall secretary or Vicar. The hirer must ensure that all exits, emergency exits and fire appliances are free from obstruction and available for use at all times during the period of use. The hirer should have access to a mobile phone (there is no phone on the premises).
- The hirer will abide by Christ Church's Covid 19 Risk Assessment, when restrictions apply or are reintroduced.

**Account details. Waltham Cross PCC: 404521 a/c 00445282**