

date of the booking, the Hirer will be liable for 50% of the Hire Charge. The Hirer agrees to pay such amounts upon receipt of an invoice. Payment may be taken out of the deposit if applicable.

- If the Hirer plans an event in a St Peter's facility before receiving confirmation of availability, issuing the deposit, or making payment in full, the Hirer does so entirely at its own risk.

Whilst all reasonable care will be taken to provide the facilities booked, St Peter's reserves the right to cancel a booking due to unforeseen circumstances or to change a room from the one booked. St Peter's also reserves the right to decline any booking at RU absolute discretion.

- If a booking is cancelled by St Peter's, the Hire Charge and deposit will be refunded to the Hirer. If a booking is amended by St Peter's to a smaller or larger room, the Hire Charge will remain unchanged. All changes will be communicated to the Hirer prior to the event.

ACCESS, SECURITY, SAFEGUARDING, WASTE AND CLEANLINESS

- The Hirer must speak to the Church Office to arrange access to its facilities. In the event of the caretaker not being available or required, keys may be loaned to the Hirer to access the room booked. It is the responsibility of the Hirer to ensure that the premises are secure at all times during the booking and that any keys loaned are returned to St Peter's on the dates / times agreed.
- Keys are numbered and are registered to users at the Church Office and there will be a £20 returnable deposit charged on each set of keys loaned to Hirers.
- Organisations with long term hire contracts may be loaned keys for prolonged periods of time to facilitate access, in which case the organisation must nominate a principal key holder to be responsible for the safe keeping of all the keys and the security of the buildings.
- Where more than one set of keys is loaned, each set of keys will require a £20 returnable deposit to be paid and the principal key holder will be responsible for all keys.
- Any hirer or organisation loaned keys undertakes in accepting the keys to take all reasonable precautions to safeguard the safety and security of buildings and facilities and ensure that the properties and contents are left securely locked.
- For the Assembly Rooms access is usually arranged with the caretaker. For St Peter's House and the Church, this is arranged with the Church Office.
- At the end of the booking, the Hirer must ensure that the room is clean, tidied (including kitchen and toilets used), all lights turned off, and doors and windows locked, by the finish time specified on the Booking Form.
- No bookings will be accepted for events finishing after **□SP**. The building must be vacated by **SP**. It is the responsibility of the Hirer to leave the room in a clean and tidy state and floors swept / vacuumed.

- For regular hirers, rubbish must be sorted, recycled and placed in the appropriate bins outside.
- For all solo events, hirers **MUST** take their waste home with them and not leave it on site. St Peter's does not have the capacity to store waste from parties or large meetings / gatherings. If any waste is left from these events, the cost of safe and legal disposal will be charged to the Hirer. No food or drink brought on site may be left in any cupboards or fridges. Surfaces must be wiped clean and crockery / glassware/ cutlery washed and dried and put away by the finish time specified on the Booking Form.
- StPeter's reserves the right to free access to the rooms at any time during any event to ensure that the Conditions of Hire are being properly observed.
- Hirers must ensure that all exit and access routes are kept unlocked, unobstructed and clear from chairs, tables, equipment etc. at all times.
- Children must be accompanied by a responsible adult and are not permitted in the kitchen at any time. For children's parties, there must be a ratio of at least 1:8. Please also note that as toilets and hallways are shared spaces to various users in the building, children should be chaperoned.
- There is car parking available at the Assembly Rooms. Car park users must park in the designated parking area, adhere to the one way system (entrance on left, exit on right) and the restricted speed limit of 5mph. At no time should any vehicle block entrances or exits.
- If the car park is full, either due to other authorised users in the building or if strangers are parking without permission, St Peter's, does not accept liability for any inconvenience caused. It is the responsibility of the Hirer to arrive in good time to find a space, and if necessary park legally elsewhere. Hirers are responsible for ensuring they conform to the parking restrictions in neighbouring roads.

NOISE, LIGHTING, AND LEAVING PREMISES

- Noise level restrictions are in place. If music is played at any time all windows and external doors must be kept closed. No music is permitted after 6pm Monday to Sunday. If the Hirer wishes to use electronic sound equipment the Hirer must inform St Peter's. Hirers should ensure any electronic equipment brought in is PAT tested.
- All one-off events must finish and be cleared by 6pm (including cleaning and tidying after the event).
- The blinds on all windows **MUST** be kept closed for **ALL** Events during hours of darkness. Please respect neighbours and other hirers.
- All lights should be extinguished at the end of each event.

USE OF EQUIPMENT

- No items shall be affixed to walls nor hung from the light gantries without prior consent from St Peter's. Helium balloons must be removed at the end of the booking. Any decorations / balloons left will forfeit the Deposit.
- The Hirer must not alter or tamper with any fixtures or fittings including but not limited to temperature controls.
- The use of combustible materials, ignition of flames and open flames (including but not limited to smoke machines, fireworks, bunsen burners and fires) within the premises, on the premises grounds and car park is not permitted.
- No events that may involve damage to the fabric of the premises (including but not limited to events involving, footballs, roller blades and skates) are permitted.
- **Strictly no bouncy castles or similar inflatable items are permitted.**

LICENSING AND INSURANCE

- If the premises are used for any musical event where the music is the sole reason for the event, e.g. a disco, band, or advertised dance event, a Temporary Event Notice (TEN) under the Licensing Act 2003 must be obtained by the Hirer, who must provide a copy to the Church Office.
- Alcohol must not be provided without prior consent of St Peter's and must not be served to under 18s. The sale of alcohol is not permitted without an appropriate licence.
- The Hirer is responsible for obtaining any relevant licence required for their event including those listed here.
- The Hirer is responsible for arranging any special insurance needed. The Hirer shall provide copies of such licence or insurance certificate to St Peter's in advance of the Booking.
- No hazardous or illegal substances, nor any dangerous or threatening items or weapons are allowed on any of the St Peter's premises and Hirers will be held liable for any infringement including but not limited to a report to the police by St Peter's.

LIABILITY OF ST PETER'S

- St Peter's will ensure that the premises are cleaned to a COVID compliant standard, but use is at the Hirers' risk should anyone present at an event subsequently test positive for COVID or is required to self-isolate for any reason.

- In the case where damage or cleaning exceeds the fees paid by the Hirer, St Peter's reserves the right to charge the Hirer for any damage and / or missing items belonging to St Peter's, which occurs during the booking, and for any cleaning required where the Hirer has failed to clean up after their event as referred to above. The Hirer agrees to pay such charges immediately upon receipt of an invoice.
- St Peter's does not accept any liability for any loss damage or theft of any items brought into or stored in the car park, rooms or any of the facilities by the Hirer. These items remain entirely the responsibility of the Hirer at all times and in all circumstances.
- St Peter's cannot be held liable for any expenditure incurred or any loss of profit or earnings suffered by the Hirer if the booking is cancelled or amended. St Peter's liability is limited to the value of the booking. This does not affect the Hirer's statutory rights.
- St Peter's Health & Safety Policy, Fire Regulations & Covid-19 conditions are displayed in the venue and available from the Church Office. It is the responsibility of the Hirer to read these policies and guidelines and to make all users aware of them. In the event that any of these Conditions of Hire are not adhered to, St Peter's reserves the right to require the Hirer to leave the premises without refund. St Peter's reserves the right to invoice the Hirer for all costs arising out of misuse or uses outside those described on the Booking Form and the Hirer agrees to pay such costs immediately upon provision of an invoice.
- It is the Hirer's responsibility to ensure there are sufficient numbers of competent persons to assist with the event and be responsible for ensuring all the above Conditions of Hire are fulfilled and observed.

SETUP REQUIREMENTS

- All groups and users are responsible for setting out the rooms as they wish. All chairs, tables and equipment must be put back by the Hirer. The Duty Manager may be able to physically assist with the setup and pack down, but this service is not accounted for in the cost of hire and is entirely at their discretion.
- Under no circumstances should Hirers ask the Duty Manager to wash up or perform additional tasks nor should Hirers make any payments in hand in cash. Any additional services required by Hirers must be arranged through the Church Office and approved by the Parish Administrator.

St Peter's PCC Bank Details

Bank: NatWest, Altrincham
Account Name: P.C.C. St. Peters
Sort Code: 51-61-11
Account Number: 82472327