

St James & St Basil's Church Hall, Fenham  
Ravenside Rd, NE4 9UB

Conditions of Hire

**General conditions**

The PCC has the right to decline the hiring of the hall.

The PCC reserves the right to cancel any single booking without notice (though all possible warning will be given) in the event of an unforeseen and exceptional need (such as a funeral reception or urgent maintenance).

The times of hire agreed include all time needed for setting up and clearing up; the hirer should not arrive earlier or leave later except by agreement.

Any damage must be reported immediately to the PCC. All careless damage must be fully paid for within one month.

The Hall will be heated during the months of October – April with no extra charge. **Users must not touch the heating system.**

The hall insured capacity is 120 and must not be exceeded. This number may be further restricted depending on the event at the discretion of the PCC.

Children must be supervised at all times.

Access to the Church gardens is not part of the contract and hirers are not allowed to be in these gardens as part of the event without permission from the PCC.

Music and other noise must not disturb neighbours, and all functions should end, with the Hall empty and locked up, by 10.00 during the week and 11.00 p.m at the weekend. The PCC reserve the right to decide what is an acceptable level of noise and Hall Users will have to abide by their decision in the interests of community relations.

There must be no candles (apart from a celebration cake) or naked flames in the hall. Fireworks are not permitted in or outside the hall.

No smoking or vaping is allowed on these premises.

No unused food should be left in the kitchen. All cooking facilities must be left clean and useable by the next user. All bins must be emptied into large bins outside.

The PCC has insurance for the premises only. The User's insurance must cover all activities and any equipment used (or stored, if agreed) on the premises. The PCC cannot accept any responsibility for safety, security or damage during any hire.

The PCC may give 3 months' notice, and a user may give 1 month's notice, to terminate the agreement, without liability on either side. Cancellation of a single-event booking with less notice is at the discretion of the PCC.

The PCC may terminate the agreement with 1 month's notice on a breach of any of the conditions listed below, or with one week's notice for a serious breach (following an opportunity to make representations).

Only named keyholders should keep and use the key(s) provided. Keys must be kept safely and with no identifying label linking them to Church premises.

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The hirer must maintain safe practices in all their activities, and leave the Hall in a safe, tidy condition and fully locked (doors and windows) when they leave, unless a prior arrangement has been made. Failure to do so may result in all, or part of the deposit being retained (see below).

If the kitchen is used, then training is required for staff involved in selling food or if supervising learners. No unsupervised children should enter the kitchen.

**Responsibility**

The hirer must have their own Safeguarding Policy or abide by the Church of England Safeguarding Policy if working with children or vulnerable adults (NB this is not required for private parties, but is required for all other organised activities with leaders taking any responsibility).

**Deposit and Payments**

Payment for short term hire should be made prior to the event taking place. Payment by credit or debit card (online using the link provided by us) or via cheque is the preferred option. A booking will not be confirmed until payment has cleared in our account. *Please note hire charges cannot be paid in cash on the day of the event.*

All users will be charged a deposit at the time of booking. This will be returned in full within 5 working days of your booking taking place using the original payment method, unless accidental or non-accidental damage is found, or the hall or grounds require cleaning and tidying that is above normal use.

A deduction from the deposit will be made of £10 for every half hour (or part thereof) that is spent on the following

- 1) relocating furniture within the building, including chairs and tables. Details of where chairs and tables are to be stored are pinned to a notice board in the main hall.
- 2) clearing rubbish from the church or hall grounds that has been left by your event and is not placed in a bin
- 3) removing food from the kitchen or hall. This includes cleaning food stuffs that have been partially eaten and left, items not cleared from floors, cupboards, fridges or surfaces.
- 4) dealing with blocked toilets that have not been reported to us before you leave the building.

In the event of deductions being made to cover the cost of damage above fair wear and tear, or an excess cleaning charge being applied we will send you full details together with photographs explaining why we have retained part or all of your deposit. The PCC reserve the right to seek further payment, or to recover additional losses from you should your deposit not cover the costs incurred.

*Please note, our insurance policy will cover the building and our contents for genuine accidental damage, and if these costs exceed £250, the matter will be dealt with by our Insurers. In this case your deposit will be retained in full to cover the additional administrative work incurred in processing the claim, organising the repair and any excess charge applied.*

The hall is in a residential area. The Parochial Church Council (PCC) advise that cars should not park in the lane by the hall entrance where there are double yellow lines. Please park considerately in adjacent streets. When leaving an event please do so quietly and with respect to our neighbours.