



# **ST PAUL'S CHURCH HALL**



**179 Pixmore Way • Letchworth Garden City  
Herts • SG6 1QT • tel 01462-637373**

## **HANDBOOK FOR HIRERS INCLUDING RULES & REGULATIONS**

Hall Co-ordinator:  
Richard Kelly – tel 01462-686365

Booking Secretary:  
Vicky Cameron – tel 01462 637373  
Monday to Friday – 0915 to 1315

January 2009

## 8. **General**

Notwithstanding anything contained in their Terms and Conditions, St Paul's Church Letchworth PCC will not be liable for any failure to perform its obligations to the Hirer in whole or part as a result of any of the following.

- a) Failure of supply of electricity or gas
- b) Strikes
- c) Other industrial action
- d) Fire at or near the premises
- e) Leakage of water, or flood at or near the premises
- f) Civil unrest, dispute or commotion
- g) Act of God
- h) Legal action against St Paul's Letchworth PCC not resulting from its negligence preventing the supply of services.

- i) Temporary decorations shall only be erected using blutack. No decorations should be fixed in any other way to any part of St Paul's Church Letchworth PCC's property without prior consent being obtained.
- j) Persons authorised by St Paul's Church Letchworth PCC shall have the right of entry to the premises at all times.
- k) Details of the insurance held covering the Church Hall are available on request from the Booking Secretary.
- l) Any issues with the hire such as individual lights not working, cleanliness of hall and facilities etc should be reported to the booking secretary as soon as possible, but definitely within 48 hours. This can be done on 01462 637373 or churchoffice@ntlworld.com

## 6. Parking

There are a few parking spaces located in front of the Church Hall. There are many more around the church itself. Care should be taken to observe allowance for disabled drivers and also the operation of a one way system. Entry should be via Baldock Road and exit into Pixmore Way. Please avoid parking in Pixmore Way. St Paul's Church Letchworth PCC cannot guarantee the provision of parking for hall users especially when this coincides with other events in the other hall or church.

## 7. Public Entertainment

The Hall is licensed for public entertainment consisting of music and/or singing, and/or dancing under the *Licensing Act 2003* by North Herts District Council. Full details of the conditions attached to the licence can be obtained on request, but those that may have a direct effect on the Hirer include:

- No fly posting of events
- Music provided at the premises shall not cause a public or statutory nuisance.

## FACILITIES

### MAIN HALL – 16.8 m x 9.7 m

A shuttered serving hatch opens on to the main hall. The stage area is strictly out of bounds other than for scheduled performances agreed with St Paul's PCC

### UPPER HALL – 9.2 m x 6.08 m

There is a toilet and washbasin off the upper hall, there is also a smaller room suitable for a static group of 10-12 persons, off the side.

### KITCHEN – 9.2 m x 3.05 m

A shuttered serving hatch opens on to the main hall. There are facilities for the preparation of hot food.

The kitchen is equipped with a double sink with constant hot water, hand basin, ample electric sockets, a small fridge (but no freezer), gas cooker, microwave, dishwasher, water boiler for hot drinks, warming cupboard and insect killer.

### TOILETS

Men's toilets are located to right of front entrance lobby. Ladies' toilets are through the double swing doors to left – near the stage. A toilet for the disabled is located adjacent to the Ladies' toilet.

### CAPACITY

Main Hall - The maximum number for events is 150

Upper Hall - The maximum number for events is 40

### FURNITURE AND EQUIPMENT

24 tables

74 chairs in hall (these should be in stacks of 6)

65 additional chairs available if necessary

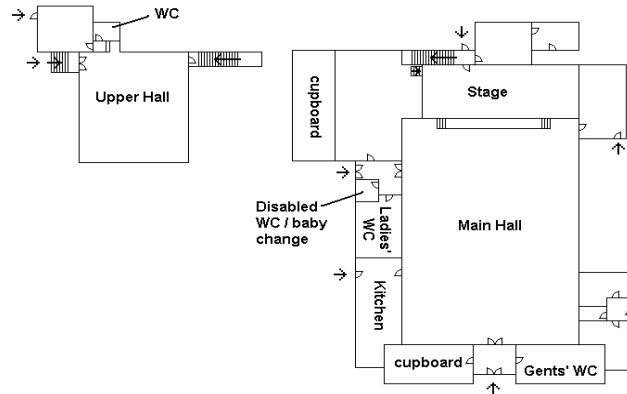
2 chair trolleys

40 mugs in kitchen for general use

There is no payphone situated within the Church Hall. All Hirers must ensure that a mobile phone is available for use in emergencies. The nearest payphone is in Broughton Hill, off Pixmore Avenue. Turn right out of the hall, left at roundabout towards Baldock and first left into Pixmore Avenue, then second left into Broughton Hill. Phone is 100 yards down hill on right-hand side.

**Please note the entire premises are non-smoking**

**Floor Plan – not to scale**



**The information on the following pages cover the conditions on which hire is made**

**SIGNATURE TO A HIRING AGREEMENT**  
**COMMITTS THE HIRER TO THEIR OBSERVANCE**

**Hirers should therefore read this information carefully and consult the Booking Secretary if there are any doubts as to the meaning of any items**

**For the purposes of these conditions, the term HIRER shall mean an individual Hirer or, where the Hirer is an organisation, the authorised representative**

d) At the end of the hire, THE HIRER

- shall be responsible for leaving the premises and surrounds in a clean and tidy condition - there is a kitchen cleaning kit under the sink for your use and mop, bucket and brushes in Gents Toilet. Hirers must remove any items they have left in the fridge at the end of the hiring and ensure the gas cooker is turned off.
- must ensure that all refuse resulting from the hire shall be removed from the premises and placed in the appropriate bins located outside the Hall. If these are found to be full, THE HIRER is expected to take excess rubbish away at the end of the period of hire.
- shall ensure that all doors and windows are properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions are properly replaced, otherwise St Paul's Church Letchworth PCC may retain the deposit in full or in part. The keys should be returned via the post box on the front of the Main Hall.

- e) HIRERS using the Upper Hall are particularly asked to make sure that the mortise lock is activated and that the Yale lock is operational – ie the small knob on the inside is in the DOWN position.
- f) HIRERS of the Hall are responsible for safeguarding their own personal effects or other property and all such items brought into the Hall shall be placed and/or used there entirely at the owner's risk.
- g) All equipment, goods or appliances brought into the Hall for use during the period of hire shall be removed at the end of that period, unless prior arrangements to the contrary have been made.
- h) Should additional chairs be required this should be noted on the booking form and brought to the attention of the booking secretary. It is the responsibility of THE HIRER to remove them from their temporary location and return them in the specified manner.

**The following information should be recorded:**

- a) Name, address and telephone number of person(s) injured
- b) Exact time and place of the occurrence
- c) Detailed description of accident or incident, including a description of any apparatus or equipment involved
- d) Name, address and telephone number of any witness(es) to the accident
- e) Signed witness statements should be obtained if possible.
- i) THE HIRER must notify the church office as soon as possible after the accident, but in any event within 24 hours. The tear out slip is required to be held in the church office. Any apparatus or equipment involved must be retained for inspection.
- j) Smoking is not allowed in any part of the premises.

**5. Conditions for Use**

- a) THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do or bring on to the premises anything which might endanger the same or render any insurance policies in respect thereof.
- b) THE HIRER shall repay St Paul's Church Letchworth PCC for the cost of repair of any damage done during the period of the hiring as a result of the hiring. Where the cost of the damage exceeds the deposit, the deposit will be retained and any excess will be invoiced to the Hirer.
- c) THE HIRER shall ensure that the minimum of noise is made on arrival and departure.

**ST PAUL'S CHURCH HALL  
STANDARD CONDITIONS OF HIRE**

**1. Bookings, Deposits and Confirmations**

- a) Bookings may be made up to 12 months in advance but must be confirmed and deposits paid at least 3 months before the date of the event.
- b) A booking deposit of 25% is applicable on all bookings where the hire cost is greater than £30. Bookings costing less than £30 will be required to be paid in full.
- c) Final balances and damage deposits must be paid at least 2 weeks before the hire date.
- d) Dependant on the nature of hire a damage deposit of either £100 or £150 will be required. This will be returned to hirers in the week following their hire once all facilities have been checked.
- e) Booking times must be strictly adhered to. Functions taking place Monday to Saturday must finish by 11.00 pm and the hall vacated by 11.30 pm. Sunday functions must be vacated by 10.00 pm.
- f) THE HIRER should include time needed for preparation and clearing up in establishing the total time of hire required. Access to the hall will not be allowed outside the booked time. The Hirer is responsible for making sure that the premises are not left unattended and unsecured at any time during or at the end of the hire period. Entry is only permitted to areas booked. Access to other areas is not allowed.
- g) St Paul's Church Letchworth PCC reserves the right to cancel the *Hiring Agreement* at any time, or prohibit the continuance of an event, if it considers that THE HIRER has failed to comply with any of the conditions of hire, or that continuance of the event is undesirable. In such circumstances, the Hirer shall forfeit the whole of the fees paid for the hire, and St Paul's Church Letchworth PCC shall not

be liable for any payment in respect of any actual or presumed loss of profit or for any other cause.

- h) St Paul's Church Letchworth PCC reserves the right to make alterations to any of the *Conditions of Hire* from time to time and at its own discretion.

## 2. Cancellations

- a) In the event of a cancellation before the balance is paid the part payment will be forfeited. After this point the whole amount will be forfeited.
- b) There are a number of occasions in the year when St Paul's Church may require use of the hall. We will endeavour to give you a minimum of three months notice of the dates should you be affected.

## 3. Liability

- a) THE HIRER will be fully responsible for all persons and property brought onto the premises during the period of hire and will indemnify St Paul's Church Letchworth PCC against any claims in respect of loss, injury, or damage sustained by or to such persons or property other than claims in respect of death or personal injury or loss of property arising solely from the negligence of St Paul's Church Letchworth PCC, its servants or agents.
- b) If hiring on behalf of a group or organisation it is the responsibility of THE HIRER to ensure that if they are not present at a hiring, that whoever is responsible on that day is aware of the 'Conditions of Hire'.
- c) THE HIRER shall be responsible for obtaining such licences as may be needed.
- d) In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, St Paul's Church Letchworth PCC shall not be liable to the Hirer for any resulting loss or damage whatsoever.

## 4. Health & Safety

- a) There is no public telephone on the premises (details of nearest telephone can be found on the facilities page).

- b) THE HIRER shall, if preparing, serving or selling food, observe all relevant health and hygiene legislation and regulations. Hirers must follow the instructions provided for the use of all equipment, especially in the kitchen.
- c) THE HIRER shall ensure that any electrical or other appliances brought by him/her to the premises and used there shall be safe and in good working order, and used in a safe manner.
- d) HIRERS need to be aware that the *external door of the kitchen should be unlocked whilst the hall is in use*, as it is a fire exit. A key can be found next to the door. A key for opening the windows, and for the dishwasher drawer should they be required can be found in the fridge. It is the Hirer's responsibility to ensure this external door is locked and the key returned on vacating the hall.
- e) Please note that the use of gas cylinders is prohibited throughout the building
- f) THE HIRER and/or other responsible persons present should be aware of the location of the first aid kit which can be found on the wall at the back of the hall to left of the kitchen hatch.
- g) The HIRER should also be aware of the fire fighting equipment and the procedures for emergency evacuation of the premises, (these are clearly displayed at several points in the Hall). Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the Hirer to ensure that the premises are safe for the purposes for which they intend to use them.
- h) HIRERS of St Paul's Church Hall are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event. A book is provided for this purpose and this is located on the Health and Safety notice board