*Terms & Conditions of Hire*

1) Hirers must familiarise themselves with the location of all exits, emergency exits and fire extinguishers. No exits may be blocked, chairs or obstructions placed in corridors, or fire appliances removed or tampered with.

2) The hirer is responsible for keeping the hall in good order during the period of hire. Please ensure that at the end of your event tables and chairs are put away, the floor swept, rubbish bagged and placed in the bins provided at the rear of the church (by the car park entrance). Cleaning materials and brushes are available to tidy the halls when finished. The hall must be returned to the state it was found at the start of the period of hire.

3) Should any breakages or damage occur during the period of hire, it is the responsibility of the hirer to pay for the cost of repair and or replacement to damaged items

4) When making your booking, please remember to take into account time required to set up and clear away after your event (this must be included in the period of hire). The Hirer will ensure that the building and car park are empty before 11:00pm.

5) All buildings are “No Smoking Areas”.

6) The sale of alcohol on the premises is prohibited.

7) The Church Council cannot be held responsible for any loss, damage, injury or penalty incurred to any property or persons during the period of hire. Cars and their contents are left on the car park at owners’ risk.

8) The Church Council reserves the right to refuse admission to any person or persons at its absolute discretion.

9) In the event of the hall or any part thereof being rendered unfit for use for which it has been hired the Church Council shall not be liable to the hirer for any resulting loss or damage whatsoever.

10) The hirer shall be responsible for making arrangements to insure against any third party claims which may arise whilst using the hall. Private Party organisers are advised to check their household insurance to ensure that third party liability extends to cover their event.

11) St Martin’s PCC assumes each group has its own safeguarding policy in place, which adheres with St Martin’s safeguarding policy.

12) The hirer shall, where the premises are to be used by children, comply with the Church’s Child Protection Policy (copy available on request). The hirer shall be responsible for the safety of children and ensure that they are kept safe from harm at all times during the hire period. 13) The hirer shall ensure that any electrical appliances brought by him/her onto the premises and used there shall be safe and in good working order and used in a safe manner.

14) Details of any accident or incident occurring which did or could give rise to injury or illness must be reported to the Church Administrator. This must be done as soon as possible and in all cases within 24 hours. An Accident Book is provided for recording such details and also details of any witnesses, apparatus etc. involved. Any apparatus or equipment involved by law must be retained for inspection. The Accident Book is located in the Large Hall.

15) One off event bookings must be paid and the booking form returned to St. Martin’s Church before it can be confirmed.

***Please retain a copy of the terms & conditions of use for future reference***

Address:

Contact name:

Telephone : E Mail:

Date and day of hire: one off/weekly/monthly event

Commencement date: Until:

 Time of session: From Till

Type of event:

Please indicate which facilities you wish to hire:

Large Hall Small Hall Kitchen Church

Total fee £

I have read and agree to the Conditions of Use (see next page):

Signed:……………………………………………… Date:…………………..

Please return this form to the church office.

Contact details for St. Martin’s Church

Vicar – Revd Jenny Mayo

 Phone 01922 277 695

 Email jenny\_m86@hotmail.com

Address 1 Daffodil Road, Walsall, WS5 3DQ

**For Regular Hall Users**

16) One month's notice of termination of use to be given by either side. The

 Church Council may cancel any hiring at any time if the hall is required for

 the purpose of any Church meeting or other Church activity.

 Whenever possible adequate notice will be given, however the Church Council

 shall not incur any liability to the hirer whatsoever other than for the return of

 any charge paid in respect of such cancelled hiring. The hirer must give 14

 days’ notice on any occasion when the hall is not required for an activity.

17) For regular use of the hall a key deposit will be imposed - refundable upon

 return of key on termination of use.

18) Charges will be subject to review on January 1st annually.

19) No food and drink allowed in the Church.

20) All hiring is at the discretion of the Church.

21) The Church must be respected as a place of Christian worship at all times.

22) As a general principle only one-off events are allowed in the Church.

Further details available on our website **www.stmartinswalsall.org**

 HALL HIRE

 BOOKING FORM

 2023

CHARGES

**Church (maximum capacity 190 people)**

£48 per hour there will be additional charges if requiring the use of kitchen or halls.

**Large Hall (maximum capacity 90 people):**

Private bookings: £38.50 per hour which includes the use of the kitchen

Regular bookings: £25.30 per hour, or £5.50 extra per hour if using the kitchen.

Charities: one off charge of £29.70

**Small Hall (maximum capacity 40 people):**

Private bookings: £31.90 per hour which includes the use of kitchen.

Regular bookings: £25.30 per hour, or £5.50 extra per hour if using the kitchen.

Charities: one off charge of £29.70

**Key Deposit**

A key will be made available to private bookings if St. Martin’s cannot provide somebody to open and lock up the building. A £50 deposit is required for the key which will be refunded if the halls/kitchen are left in a good state (see point 2 of terms and conditions).

**Car Park:**

For groups who wish to use the car park whilst away on trips (i.e. when not using the halls) we charge £1.50 per car, up to a maximum of £30.

Please note there is no charge for using the car park when also using the halls

**Other Facilities:**

There are separate male and female toilets, plus a disabled toilet with baby changing facilities.

**Conditions of Use:**

Conditions of use are printed on the inside of this form. It is important that.you read and understand the conditions of use before making a booking.