

The Parish of St Peter and St James, Belfast

CONTRACT FOR HALL HIRE

ORGANISATION:

CONTACT PERSON:

HALL HIRE: **Day of week** **Start time** **Finish time**

For the purposes of this contract the following shall apply:

- i. the Select Vestry of the Parish of St Peter and St James, Belfast, or its authorised representative shall be referred to as “the Parish”.
- ii. the Parish Halls adjoining St Peter’s Church, Antrim Road, Belfast, and the specific rooms therein which have been booked, and the grounds shall be referred to as “the Premises”.
- iii. the individual hiring the Premises, or in the case of an organization its authorized representative, shall be known as “the Hirer”.
- iv. the times of hall hire as stipulated above shall be known as “the Hire Period”.

The following Terms and Conditions apply:

The Hirer must be over 18 years of age.

In the absence of the Hirer, a responsible adult appointed by the Hirer must be present during the Hire Period to ensure that these Terms and Conditions are met.

The Hirer must immediately inform the Parish Secretary of any changes in contact details for the Hirer/Organisation.

The Hirer must provide up-to-date documentation relating to their insurance and child protection certificates (as may be appropriate) on an annual basis.

CONDUCT AND BEHAVIOUR

The Hirer shall not use the Premises for any purpose other than that described in the Booking Application Form (except with the written consent of the Parish) 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 anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

The Hirer is requested to ensure that order and acceptable behaviour is kept in the Premises and its environs at all times during the Hire Period. The Parish reserves the right to halt any function not properly conducted. The Rector, Glebewardens and Parish Secretary shall have the right of entry at any time during the Hire Period to ensure that these Terms and Conditions are met. The Hirer must at all times comply with the reasonable demands of the Parish. The Hirer, and all persons present on the Premises at the invitation of the Hirer, must at all times behave respectfully towards the Rector, officers, staff and members of the Parish. In this regard, there will be zero tolerance of verbal abuse (in person or in writing) or physical abuse.

These Premises are not licensed and no alcohol can be sold thereon. Alcohol is not allowed to be brought onto the premises without express written permission from the Select Vestry.

The Hirer must ensure that smoking is not permitted on the Premises.

No posters or advertising may be placed anywhere on the premises without the express permission of the Parish Secretary. Posters and advertising placed without permission will be removed.

If licences are required, the obtaining of the requisite licence is the responsibility of the Hirer and the Hirer shall indemnify the Parish and keep it indemnified in relation to any liability in this respect. No copyright material is to be used unless licence has first been obtained.

The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.

All music is to be kept to a reasonable volume and should not cause nuisance or disturbance to local residents.

Times of hire as stated in this Contract must be adhered to. Times of booking are deemed to include setting up/clearing away of rooms. Hirers should ensure that they have vacated the Premises within the Hire Period.

The Hirer shall be responsible for leaving the Premises in a clean and tidy condition. No rubbish may be left on the Premises, notwithstanding that the Hirer may make use of external bins. All chairs and tables must be returned to where they were found and/or re-stacked in the correct manner. All equipment must be restored to its original position at the end of the Hire Period, after cleaning has been completed. The Premises and its contents and fixtures and fittings must be left in the same condition as they were found. Unless otherwise agreed, the Hirer is to remove all items relating to their hire at the end of the hire period. If any items are left uncollected for more than 7 days, the Parish will dispose of them as the Parish sees fit.

SECURITY

The Hirer is responsible for the security of the Premises and persons in it during the hire period. The Hirer shall ensure that only authorised persons are allowed access to the Premises. The Hirer is responsible for the orderly and safe admission and departure of all guests and the efficient supervision of the Premises during the Hire Period.

All windows must be closed and all exit doors locked prior to departure from the Premises.

Unauthorised entry to the Church is prohibited.

SAFETY

The Hirer shall ensure that there are no obvious fire or other hazards jeopardising the safety of any person or which could cause damage to the Premises or surrounding buildings. The Hirer shall ensure that doors are not wedged open, nor corridors and foyer blocked. The Hirer shall ensure that all exit doors from the Premises are left unobstructed at all times. Flammable substances shall not be brought into, or used in any portion on the Premises. No internal decorations of a combustible nature (eg polystyrene, cotton wool) shall be erected without the consent of the Parish. The Hirer shall ensure that responsible persons are instructed and available at all times to operate the fire alarm system, and the fire extinguishers, and to conduct an evacuation procedure.

The Hirer is requested to visit the Premises prior to the hire date, to see Fire Alarm Points, Fire Exits and Fire Extinguishers in the area of hire, and to undergo an annual in-house training event on fire safety and child safety.

The Hirer will not bring into, set up in, or attach to the Premises or surrounding buildings, any fittings, decorations, furnishing, equipment, electrical appliances or additional lights, nor make any extensions to the electrical installations of the premises, without prior written consent of the Parish. Any such additions to facilities must be made safe in all aspects. The Hirer shall ensure that any electrical appliances brought by them to the Premises or surrounding buildings and used there shall be safe, in good working order, and used in a safe manner in accordance with the law. No portable heating equipment of any description is allowed on the Premises, except where provided by the Parish.

Any electrical extension leads shall be switched off and unplugged when the premises are vacated. Lights must be turned off at the end of the hire unless otherwise agreed. The heating settings in the Premises may only be altered by a member of the Select Vestry.

The Hirer must report all accidents involving injury to the Parish Secretary as soon as possible and complete the relevant section in the Accident/Incident Book located in the kitchen. Any failure of, or damage to, equipment belonging to the Parish must also be reported as soon as possible and noted in the Accident/Incident book.

FOOD

If food is to be prepared or served and/or if the kitchen is to be used, the Hirer becomes responsible for correct health and safety practices under food safety legislation and related regulations. If professional caterers are employed (ie if a charge is to be made to the Hirer for catering services), their names and addresses must be supplied to the Parish. The kitchen must be thoroughly cleaned upon completion, and all waste foods/materials must be completely cleared off the Premises. The Parish reserves the right to levy a cleaning charge if this is not done.

KEYS

Should it be necessary for the Parish to make keys of the Premises available to the Hirer, such keys will be handed to the Hirer on the date and time agreed between the Hirer and the Parish Secretary, and will be subject to a returnable deposit of £10 per key. The Hirer must agree to return the keys after use of the Premises, as instructed by the Parish Secretary. The Hirer will be responsible for the keys and will be asked to pay for replacements should they be lost.

CHILD PROTECTION

If the Hirer's activities involve children, then the Hirer is required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm and that all appropriate children's statutes and child protection guidelines are complied with. The Hirer must adhere to the Church of Ireland's Child Protection procedures and recommended good practice as outlined in Safeguarding Trust.

INDEMNITY/INSURANCE

The Hirer shall indemnify and keep indemnified the Parish (including clergy, employees, volunteers, agents and invitees) against:

- a) the cost of repair of any damage done to any part of the Premises or the contents of the Premises, loss of revenue from any damage and any consequential loss.
- b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the Premises (including the storage of equipment) by the Hirer.
- c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the Premises by the Hirer.

The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation, invitees and any third party against all claims arising as a result of the hire. On demand the Hirer shall produce the policy and current receipt or other evidence of cover to the Parish. Failure to produce such policy and evidence of cover will render the hiring void and enable the Parish to re-hire the premises to another hirer.

The Parish may require the Premises at short notice. Although such an event would be rare, the Parish cannot be liable for compensation or otherwise. In that event any payment and/or cost of hire will be returned and the Parish will be under no further liability to the Hirer. The Hirer should note that the Parish reserves the right to cancel the booking at any stage, if it becomes apparent that the event is contrary to the information disclosed on the booking form. If such cancellation has to be enforced by the Parish, the Hirer may remain responsible for the full cost of hire.

The Parish shall not be liable for any loss due to failure in supply of electricity, gas, leakage of water or fire, Government restriction or Act of God, which may cause the Premises to be closed or the hiring to be interrupted or cancelled.

The Parish accepts no responsibility for any loss or damage, including personal injury and death, resulting from the Hirers activities or from the storage of equipment belonging to the Hirer.

PARKING

The Parish reserves the right to ask for any vehicles related to this hiring to be removed or prevented from parking on site due to funeral or other concurrent or overlapping activities on site. The Parish does not accept any responsibility for loss or damage to vehicles or contents thereof however the cause.

PAYMENT

Payment for use of the premises shall be made in advance by arrangement with the Parish. Payment may be made by cheque or through BACS.

Cheques should be made payable to: The Parish of St Peter & St James, Belfast
and sent to:

Mrs Anne Cromie
Parish Office
St Peter’s Church
Fortwilliam Drive
Belfast BT15 4EB

BACS payment:
Account number: 3103 7609
Sort code: 95-01-21

Please ensure the reference field indicates your identity.

ADDITIONAL INFORMATION

This contract constitutes permission only to use the Premises and confers no tenancy or other right of occupation on the Hirer.

The Parish may need to vary the Terms and Conditions of this contract at any time but reasonable prior notice will be given to all hirers.

Contracts run from 1st August until the 31st July the following year. Contracts may be extended by the agreement of both parties.

This contract can be terminated by either the Parish or the Hirer giving four weeks’ notice in writing to the other party. The Parish shall have the right to terminate this agreement with immediate effect in the event of the Hirer being found to be in breach of any of these Terms and Conditions.

The Premises will not be available on the last Saturday in November each year. No charge will be made to the Hirer for that day, and the Parish shall not be responsible for finding an alternative venue for the Hire.

Signed:

Name (please print clearly):

Date: