

# St Lawrence Church Hall

## GENERAL CONDITIONS AND REGULATIONS OF HIRING

Parish Office  
All Saints Church  
Manorhouse Lane  
Little Bookham  
Surrey KT23 4EL  
01372 451697  
Hall@ELBChurch.org.uk

The application for the hire of the St Lawrence Church Hall, hereafter **the Hall**, should be made on the booking form on request and the person signing the form will be deemed to be **the Hirer**. The **PCC** is considered to be, The Parochial Church Council, themselves, their accredited representatives and/or those associated with the running of and/or maintenance of the Hall

The Hall has self-access using the keysafe available at the entrance to the building. The access codes will be given in the week before your booking.

The premises related to within these regulations are the church hall and all of its confines, including the grounds in which it is situated, and the car parking spaces adjoining.

The PCC reserves the right of entry at all times and to all parts of the premises, and for the cancellation of any bookings where a life event (Baptism, Wedding or Funeral/Memorial) takes precedence for the use of the site.

The Hirer is responsible for the due fulfilment any legal aspects of any permission, collecting of entertainment tax or other legal requirements in connection with any meeting, dance or other function and shall supply details of any performances and/or musical acts performed in public as required by the Performing Rights Society, to the Parish Administrator of the Ecclesiastical Parish of Effingham with Little Bookham. The Hall is NOT licensed for the sale of intoxicating liquor.

The PCC will not be responsible for any loss of, or damage to any property brought upon the premises by the Hirer, their employees or any other person whatsoever; or for any loss, damage or injury which may be incurred by or done or happen to, any person or persons attending the premises.

We request that no nail, screw, hook or fastenings of any kind are to be driven into the structure, furniture or fittings of the Hall. Nothing is to be stuck to the walls with Sellotape or Blu-Tack. No alterations to the existing light fittings or other electrical circuits shall be made without written permission. No Smoking is permitted on the site. Please stack the chairs on the trolley evenly; stacking unevenly can cause the trolleys to be unstable and potentially fall over.

The Hirer shall defray the cost of making good any damage to the buildings, furniture, crockery, and/or other property, including damage caused by portable electrical equipment brought in by the Hirer (which should have current PAT certification). All breakages and/or damages and any incidents are to be reported to the Parish Administrator and/or PCC representative on the day.

The number of persons to be admitted to any function must not exceed two hundred (standing) or ninety (seated). Functions are to be conducted in an orderly manner so as not to disturb neighbours and/or the local community. The Hirer must comply with current DBS and vulnerable adults' regulations where applicable.

We request that without the prior permission of the PCC, all functions must end not later than 11.30 pm to enable the site to be completely vacated by midnight, and the Hirer shall be responsible for turning out all the lights, turning off heaters, locking up the Hall and returning the key to the keysafe. There is a charge of £20 for any loss of key/s.

Please note, we are sorry but bouncy castles will not be allowed inside the hall.

### Emergency contacts:

|                                     |                                                              |
|-------------------------------------|--------------------------------------------------------------|
| Reverend Phil Barlow – Rector       | ☎: 07715 496305 (Monday- Thursday, Saturday and Sunday only) |
| Jon Amos                            | ☎: 07752 444020                                              |
| Caroline Hill – Church Warden       | ☎: 07973 529025                                              |
| Craig Chitty – Parish Administrator | ☎: 07403 308993 (Monday, Wednesday, and Friday only)         |