**Standard Conditions for Hire of St. Alphage Church Hall.**

**Address: At the Junction of Playfield Road and Montrose Avenue, Burnt Oak, Edgware, HA8 ODF**

1. THE HIRER shall pay the £150 contingency fee (appendix 1), (see para 4) to the Hall Manager within two weeks of the booking. The Hirer shall pay the Hiring fee before the hiring date. Hiring fee payment’s paid by cheque need to be paid four weeks before the hire date. Cheques should be made payable to "St Alphage Church Hall". A receipt will be issued for every payment made, and should be retained as proof of booking. The HMC reserves the right to cancel the booking if exceptional unforeseen circumstances arise. If this situation occurs the maximum liability of the HMC shall be the return of the booking fee and the contingency fee. The HMC will not enter into any request for compensation.

2. IF THE HIRER cancels the booking the £150 contingency fee will be forfeited, unless the cancellation is within two weeks of the original booking date. In the event of the HMC cancelling the booking all fees paid by the Hirer shall be refunded.

3. THE HIRER shall ensure that the Rules governing the use of the premises are complied with.

* **Nothing shall be fixed to any part of the premises, such as adhesive tapes, staples, nails, screws or any other adhesive device, unless agreed by the Hall Manager. Wire left attached in the building will mean the forfeiture of the deposit.**
* **All curtains must only be drawn by use of the pulley system, and not touched without agreement of the Hall Manager.**
* **Music must be kept to a reasonable level that will not disturb others, and cease at 10.30pm.**
* **Use of any equipment for heating or cooking not provided by HMC is only allowed in agreement with the Hall Manager.**
* **Any perishable goods left behind and not claimed will be disposed of after 12 hours and any other property left and  
  not claimed within 4 weeks will be disposed of.**
* **All rubbish must be removed by the hirer at the conclusion of the letting.**
* **The Premises must be vacated on time as per the hiring agreement paragraph 2**

1. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric  
   and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking  
   arrangements so as to avoid obstruction of the highway and any nuisance to local residents or by reason of the letting. The Contingency fee will be refunded subject to there being no loss or damage, and the hall being vacated promptly as agreed and left in a clean and tidy condition (see below Rules for return of Contingency payment). If the cost of making good breakages or damage to the premises or equipment is in excess of the contingency fee, the difference shall be paid by the Hirer. Refund of the Contingency fee will be returned by bank transfer, cash or cheque, within 7 days in the same manner it was paid, to the named hirer in para 6. Cheques will be sent to the address as detailed on the hiring agreement.
2. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other  
   than those (if any) already held by the HMC.
3. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lie against  
   the Hirer or his/her organisation whilst using the premises.
4. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices,  
   the Fire Authority, the Local Authority or otherwise.
5. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the  
   premises anything which may endanger the premises, their users, or any insurance policies relating thereto. Change of use of the  
   Hall after application is not permitted, neither is the transfer of hire to another person or group.
6. THE HIRER shall indemnify the HMC in respect of the cost of repair of any damage done to any part of the premises including the  
   curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or  
   otherwise arising out of the use of the premises pursuant to the booking.
7. THE HIRER shall use the land surrounding the Hall on such condition as may be determined by the HMC.
8. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
9. THE HIRER acknowledges that no tenancy is intended to be created between the HMC and the Hirer and no relationship of  
   landlord and tenant exists between them.
10. The HMC reserves the right to terminate, without refund of any charge, any booking at any time where it is considered that the Hall  
    is not being used in a reasonable manner. The HMC reserves the right for its members and its agents the right of entry to the Hall  
    and any rooms therein at all times. The HMC reserves the right to amend these conditions at any time, and the amended  
    conditions shall apply to any subsequent use of the Hall.

**Rules for Return of Contingency Payment - Failure to comply with these rules will jeopardise the return of the contingency fee.**

**The parts of the Hall you have used must be left in a clean, tidy and undamaged condition. (Caretakers and Cleaners time is expensive, and the more they have to do after you leave the Hall, the greater the amount of contingency fee we may retain)**

**The Hall must be vacated at the agreed time as per hiring agreement para 2, when the manager arrives to lock up, otherwise money will be deducted from the contingency fee return.**

**All chairs to be neatly stacked and placed where the hirer is instructed,**

**All tables that have been used should be wiped clean and stacked neatly in the allocated table carrier.**

**The floor should be swept, and moped if there have been spills on any flooring.**

**Toilets should be left in a clean and working condition. Ensure cloakroom basin taps are all turned off.**

**All windows should be closed and fastened (Kitchen/Toilet/Hall)**

**If the kitchen has been used please ensure it is left in a clean and tidy state (Oven/Sink/Draining Board/Counter Surfaces/Microwaves  
Freezer/Fridge/ Cooker and Hob) Ensure taps have been turned off.**

**All music to have ceased at 10.30pm.**

**All rubbish to be removed by the Hirer at the conclusion of the booking.**

**Helium Balloons left unsecured in the building will cause the forfeit of your contingency deposit fee.**