



**Parish Church of St Andrew, Coulsdon**  
**Woodmansterne Road**  
**Coulsdon CR5 2DN**  
**[www.standrews.coulsdon.net](http://www.standrews.coulsdon.net)**

#### **TERMS AND CONDITIONS OF HIRE OF HALL COMPLEX**

1. All applications for the hire of any facilities at the Complex must be made in writing on the attached *Application for Hire* form stating the purpose for which the facilities are required. Payment should be made as per the *Application for Hire*.
2. Church functions will in all circumstances take precedence over any other hiring. The PCC reserve the right to refuse or cancel a hiring to any person or organisation at any time in which event all payments on account of hire charges in respect of which use of the facilities has not been made will be refunded (if applicable).
3. A Deposit shall be paid by the Hirer to cover any expenses incurred by the PCC in restoring the Complex to a clean and tidy condition after the hiring. This will be repaid within 21 days of the conclusion of the hiring unless expenses are incurred by the PCC.
4. The PCC shall be entitled to retain the whole hire charges paid in respect of facilities if the Hirer cancels the hiring of whole or part of the facilities at the Complex less than 21 days prior to the date on which the hiring would have taken place. The PCC may at its discretion repay to the Hirer whole or part of any fee paid in respect of cancelled facilities if cancelled more than 21 days from date of proposed hire.
5. The PCC will periodically review the hire fee for regular bookings and may at its discretion amend the fee, provided at least 3 months notice is given to the hirer.
6. The Hirer shall leave the complex in a clean and tidy condition at all times. Any equipment/ furniture shall be replaced after use. The Hirer shall take good care of and shall not cause damage to or permit or suffer any damage to be done to the Complex or to any fittings, equipment or other property therein. The Hirer shall make good and pay for any damage thereto [including accidental damage] caused by any act of neglect of himself or any person on the Complex by reason of the use by him of the hired facilities.
7. No posters, advertisements, flags or decorations shall be displayed in, upon, or about the Complex without the previous consent of the PCC.
8. The PCC accepts no responsibility or liability in respect of any damage / theft / loss of any property brought into or left in the Complex by the Hirer.
9. Keys are supplied on the strict understanding that these are not given to unauthorised persons. Any loss must be reported to the Hall Lettings Manager immediately and all keys to be returned on completion of the hire.
10. The Hirer shall be responsible for the payment of Royalties and any other dues payable by reason of the use by the Hirer of films / videos / public performance etc
11. When the hirer is part of a commercial activity, the Hirer is required to have Employers and Public Liability Insurance cover with a respectable insurance company of at least 2 million pounds and the appropriate certificate shall be displayed in the Hall for the duration of the booking.
12. Alcohol may only be consumed within the hall buildings; it must not be consumed on the church premises outside. The sale of alcohol either directly or indirectly at the Complex is prohibited.
13. Smoking is prohibited in all parts of the Church Hall Complex.
14. The maximum occupancy of the Church Hall Complex is 100 persons.
15. Use of the Served is to be shared between hirers of the Main Hall, Committee Room and Club Room.
16. The hirer shall read and abide by the Parish of St Andrew's *Health and Safety Procedures and Guidelines for activities with children and young people* as per **[www.standrews.coulsdon.net](http://www.standrews.coulsdon.net)**