



## The Parish Church of St Dunstan, Cheam

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*St Dunstan's  
Alban's  
Oswald's*  
**Cheam**  
*Team Ministry*

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### **St Dunstan's Hall – Location, booking arrangements, terms & conditions and hire charges**

#### **Location:**

The St Dunstan's Hall is found within the churchyard of St Dunstan's Church, to the eastern end of the church.

#### **Booking Arrangements:**

1. All applications to hire or use of the St. Dunstan's Hall must be submitted to the Bookings Secretary at the Parish Office (020 8641 1284) using the approved booking form, and bookings are finalised only by a letter of acknowledgement.
2. Applicants must be over 21 years of age and should not assume a booking until they have received written confirmation from the Bookings Secretary.

#### **Hire Charges:**

3. A list of the hire charges is attached. These may vary from time to time and hirers should check with the Bookings Secretary that they have the latest charges. Cheques should be made payable to "Cheam PCC" and sent to the Bookings Secretary. Payments must not be made to individual officers.

#### **Occasional Hirers:**

4. Occasional hirers must provide a deposit of 50 per cent of the agreed hire charge and the completed application form as soon as possible before the period of hire commences. No booking is confirmed until the booking form has been returned along with the deposit
5. Before the event commences, hirers must pay:
  - The balance of the hire charge; and
  - A refundable deposit of £50 (as security against any damages repairs or additional cleaning that is required as a result of the event). The Bookings Secretary will return this deposit within 14 days of the event if no costs arise.
6. In the event of a cancellation the following charges will apply:
  - Less than 28 days notice - 50% of hire charge
  - Less than 14 days notice - 100% of hire charge
  - If a replacement booking is secured, these charges will be reduced by one-half.

## **Regular hirers:**

7. At the discretion of the Hall Management Committee, a hirer booking ten or more events on a regular basis may benefit from a reduced rate of hire.
8. No relief for cancellations shall apply unless the Hall can be rebooked, in which event the PCC may refund 50 per cent of the charges at its discretion.
9. Charges are payable in advance, quarterly or as agreed. There will be an annual review of hire charges and the terms and conditions of hire may be reviewed at any time.
10. A non-refundable deposit of £50 is required with the completed application form for an access key.

## **Terms & Conditions and regulations relating to the hire and use of the St Dunstan's Hall**

### **1. Definitions:**

- 1.1 "Hall" means all or any part of the St Dunstan's Hall, and the kitchen (for making hot drinks etc).
- 1.2 PCC means the Parish of Cheam Parochial Church Council and includes any Officer of that Council.
- 1.3 "Hirer" means the individual person or persons applying to use the Hall for themselves, or on behalf of any organisation.
- 1.4 "Period of Hire" means a period of continuous use of the Hall by the Hirer, e.g. a single booking or a series of bookings.

### **2. Application to Hire:**

- 2.1 The hirer must use the PCC's booking form to make an application to hire.
- 2.2 Applicants must be over 21 years of age.
- 2.3 The PCC can refuse any application without giving a reason or explanation.
- 2.4 The Hirer may not sub-let or assign the Hall.
- 2.5 The hirer must not advertise his/her event at the Hall until he/she has received written confirmation of a booking.

### **3. Use of the Hall:**

- 3.1 The hirer can use only the Hall as stated on his confirmation of booking, but this includes the main room, and toilets, and use of the freely accessible furniture that must be returned to the positions in which it was found.

- 3.2 The hirer is responsible for the control and conduct of proceedings in the Hall and its immediate surroundings during the period of hire. The hirer must ensure that no disorderly or undesirable behaviour takes place and that nobody makes unreasonable use of the Rooms or its facilities.
- 3.3 The hirer's event must conclude NO LATER THAN 10.30PM and the hirer must depart the Rooms after clearing up by 11.00pm.
- 3.4 The Rooms are in a residential area and the hirer must ensure that his use of the Hall does not create excessive noise or otherwise cause a nuisance or annoyance to the local community. Please do not obstruct driveways with parked cars or block access to the Hall for emergency vehicles.
- 3.5 **SMOKING IS NOT PERMITTED IN ANY PART OF THE HALL** and the hirer must ensure that everyone complies with this.
- 3.6 No admission tickets may be sold at the door and the hirer must arrange for people to act as door or other attendants at your event, if required to do so by the PCC
- 3.7 The sale of alcohol is forbidden, unless the hirer has the PCC's written agreement, and the hirer has obtained the appropriate licence. The hirer must also arrange any other licences relating to his intended use of the Hall, in particular, the hirer must ensure that there is no infringement of copyright and that in the case of musical, film or video entertainment the requirements of the Performing Rights Society have been fulfilled.
- 3.8 The hirer must not use decorations of any sort in the Hall without our written agreement. The use of nails, drawing pins, blu-tack, self-adhesive tape or any similar device to attach material to the walls or elsewhere is forbidden. All decorations must be removed at the end of the period of hire. No posters may be displayed inside or outside the Hall without prior approval.
- 3.9 No flammable material, candles (except ordinary birthday cake candles) or other naked flames may be used in the Hall.
- 3.10 The hirer must not interfere with any of the fixtures, fittings or equipment in the Hall, and should seek prior approval for the use of any personal electrical equipment.
- 3.11 At the end of the period of hire when the hirer leaves the Hall, they must
  - clear and take away all rubbish and empties
  - ensure that the Hall is left clean and tidy, that furniture has been replaced and all personal equipment has been removed
  - switch off lights and ensure that the premises are secure.
- 3.12 A failure to comply with any of these conditions of use may result in the forfeiture of the hirer's deposit (see hire charges).

#### **4. Public Safety and Access:**

- 4.1 The PCC and any of the Emergency Services and duly authorised officers of the Local Authority can enter the Hall at any time.

- 4.2 The hirer must make sure that at all times the fire exits are operational and kept clear. The hirer should ensure that he and others present are familiar with the fire exits and fire precautions in the Hall. (Fire prevention and precaution notices are displayed). see additional sheet
- 4.3 First Aid equipment is located in the kitchen. The hirer should inform us if the hirer uses any of the first aid materials and must record any incident in the Accident book provided.
- 4.4 The maximum permitted number of people allowed in the Hall is 50 (for a seated event) 35 (for table event) and this number must not be exceeded.
- 4.5 The hirer is required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring.

***(Regular hirers only)***

- 4.6 In cases where the children are involved in a regular hire, the hirer is required to provide the Church with a copy of the leaders' Criminal Records Bureau Disclosure Certificate. This must be done prior to commencement of the hire. If necessary the appropriate forms can be obtained from your local Council, or Social Services Department. Alternatively the Criminal Records Bureau website is [www.crb.gov.co.uk](http://www.crb.gov.co.uk)
- 4.7 As there is no public telephone in the Hall, hirers must undertake to have a working mobile telephone with them at all times for emergency use. Please note that reception inside the building is variable.

## **5. Indemnity and Insurance:**

- 5.1 The PCC will not be responsible for injury or accident to any person or for the loss, theft or damage to property belonging to the hirer or any person attending the Hall.
- 5.2 The hirer must indemnify and keep the PCC and its agents indemnified from and against all claims, costs, damages, expenses, actions or demands whatsoever arising out of or in any way connected with his hiring of the Hall.
- 5.3 The PCC will hold the hirer responsible for the costs of any necessary repairs or additional cleaning to the Hall arising from his use, including any consequential losses should the Rooms be unusable as a result.

***(Regular hirers only)***

- 5.4 The Hirer must, before the hire proceeds, provide us with a letter from their insurer (or broker, or agent) confirming that Public Liability Insurance is held by them, with a limit of indemnity not less than £2 million pounds. Furthermore, an update is required each year when this cover is renewed. Children's Parties are excluded from this requirement.

## **6. Termination of Use:**

- 6.4 If the hirer does not comply with any of the above conditions, or any other reasonable instructions or requests, the PCC can exclude the hirer or any person from the Hall until he does comply, but this will not relieve the hirer from any obligation under these conditions.

- 6.2 The hirer must only use the Hall for the purpose to which the PCC has agreed and the PCC reserves the right to immediately terminate the hirer's booking without payment of compensation if we believe the hirer's use is improper, unseemly or undesirable.
- 6.3 The PCC may cancel a booking before or during a period of hire either because in the PCC's opinion the Hall has become unsafe for use, or because it is required for the use of an Election or other official or Church requirement. In such an event the PCC will refund all hire payments made to it, but this will be the limit of our liability to the hirer.
- 6.4 Period of notice. The period of notice to terminate the hire agreement for regular hirers, paying termly, will be one term in advance. For other hirers the term of notice required will be one month.
- 6.5 Refunds will not be given for cancelling of individual sessions without at least one months notice

*END*