

Terms and Conditions for the use of the Church Premises

The observance and responsibility of the following Conditions rests entirely with the Hirer:

1. Under no circumstances may children be allowed in the kitchens.
2. Equipment may not be stored in the Premises unless the Hirer's Agreement says otherwise.
3. The PCC* accepts no responsibility for any loss or damage to the property of any persons using the Premises.
4. It is the responsibility of the Hirer to ensure that all refuse created by the Hirer or anyone acting on its behalf is removed from the Premises at the end of the period of hire.
5. The Hirer is responsible for all damage to the Premises and its fixtures, fittings and equipment stored in them caused by them or anyone on the Premises during their period of use.
6. The Hirer may only use that part of the Premises to which their Agreement applies. The Agreement does not include the use of the Church grounds.
7. The Premises are Church buildings and the Hirer must ensure that their use pays all due regard to that fact. The PCC has the right of entry to all parts of the Premises at any time and to stop any meeting or entertainment which in their opinion is not acceptable.
8. The Premises are to be left exactly as they were found, with the chairs and tables being placed in their original position and with the kitchen and toilets being left clean and tidy.
9. The Hirer is responsible for any problems, loss or damage arising out of their failure to ensure that the Premises are adequately and properly locked after use.
10. The Hirer must vacate the Premises by the time stated on their Booking Form. All events must finish on a weekend by 6pm and the Premises must be cleared by that time. Use for parties outside these times will not normally be permitted.
11. If the Hirer wishes to use the Premises for live entertainment or the playing of recorded or live music they must apply for a Temporary Event Notice from Lewisham Council.
12. For normal use the hall capacity is 100 people. It is the Hirer's responsibility to ensure that this number of occupants is not exceeded.
13. Any complaint regarding the Premises must be made in writing immediately to office@holytrinity.life.

14. The Hirer must ensure that the level of noise does not disturb the owners of properties adjoining the Premises.

15. There is a £15 administration fee on any cancellations booked and paid for. If the cancellation occurs 2 weeks or less of the hall hire date then a 50% refund will be given.

Failure to observe any of the Conditions will result in either the forfeiture of any deposit paid or the termination of the Hire Agreement immediately on notice, or both.

*HOLY TRINITY PAROCHIAL CHURCH COUNCIL ('PCC')

August 2022