

All Saints Church Hall Hire

Terms & Conditions

It is a condition of booking All Saints Church Hall, and associated rooms, that the following Terms and Conditions are accepted by you and/or your party.

1. All Saints Church and its Parochial Church Council do not accept any liability for any damage or loss, howsoever caused, to organisers or their guests, property or vehicles, whilst using the Church Hall or Car Parks.
2. Hirers are reminded that a Booking is of the Church Hall and not of the Church grounds . Please respect Church Property and the memorial garden in the grassed area between Hall and Church. Please be aware of traffic driving through the one-way system.
3. All Saints Church Hall is licensed for music and dancing. Any licence requirements for the serving / consumption of alcoholic refreshments are the total responsibility of the hirer. All evening events must end by 11.00pm, except by special arrangement. If you have any specific requirements in this respect please contact us so that we can confirm that our licence covers the time when the Hall is used for specific activities.
4. The Church reserves the right to decline a request or to vary the Hiring Conditions for bookings which will end after this time.
5. For reasons of Health and Safety any cooking and food preparation must be done in the kitchen only, to comply with the Food Premises (Registration) Regulations 1991. The kitchen is so registered and subject to inspections by the Environmental Health Officer of Trafford Borough Council. No source of heat to be used elsewhere in the Hall building.
6. It is imperative that local residents are not inconvenienced or disturbed.
 - Please consider noise levels of music and PA systems, especially after 10.00pm
 - In consideration of our neighbours, please leave the premises quietly, especially if late at night.
7. The side doors to the Hall should be used only for loading/unloading, and should otherwise be kept closed except in case of emergency.
8. Any damage (excluding fair wear and tear) or specialist cleaning has to be paid for by the hirer. For events taking place on Saturday evenings, we require a deposit (in the form of a cheque) for £50. This will be kept with your completed hire form and destroyed provided the hall is left clean and tidy ready for Sunday morning's church activities.
9. Children must be supervised at all times, and not be allowed out of the Hall into Church grounds, unless with a responsible adult.
10. For their own safety, children are not allowed on to the stage, unless under strict, adult supervision. The doors either side of the stage at the top of the stairs must remain closed and bolted unless the stage is being used by prior arrangement.

11. The period of hire must include time for setting up and clearing away. All chairs must be stacked and put to the sides of the Hall; and all tables folded and put away under the stage or in the store room. There are posters in the rooms showing where equipment belongs.
12. You are responsible for leaving the Hall in a clean and tidy condition after your function:
 - Rubbish should be bagged and placed in the bin outside the kitchen door
 - Please crush cardboard boxes to keep volume of waste to a minimum
 - A vacuum cleaner can be found in the store room off the main hall.
 - Please ensure that you thoroughly clean the cooker after use
 - If using the dishwasher, please read and follow the instructions on use
 - Please provide your own tea towels.
13. The Church Council will not refuse booking of the Hall for a reason that is based on race, ethnic origin, religious affiliation or family group. The Church Council reserves the right to refuse a booking for activities which are contrary to the Church Council's mission. The Church Council also reserves the right to refuse a booking for reasons relating to availability, the suitability of the Hall for a particular function, or any other practical requirements that are set out in the Terms and Conditions (for example, the potential for damage to the fabric of the hall or the need for time to clear up in the Hall) and, for any future planned refurbishment.
14. If you are making a regular booking, there may be times during the year when the hall is needed for church use. We will give as much warning as possible to allow you to make alternative arrangements, subject only to returning any booking fee which has been paid for that particular date. You may cancel your booking without charge up to 10 days before the event.
15. All Saints Church operates a **No Smoking** policy in all its buildings in accordance with UK law.
16. On entering the hall, we ask you to familiarise yourselves with the following:
 - Fire Safety Procedures
 - Accident Book
 - General Maintenance Book

All these can be found by the All Saints Notice Board in the Hall.
17. Any accident or a near miss must be reported in the Accident Book. The Church Office must also be notified as soon as possible.
18. On leaving the Church Hall, please ensure all lights and electricity/gas appliances are turned off; and all doors and windows are closed and locked. Please pay particular attention to the toilets and the main entrance to the Hall.

The last person to leave will need to exit via the kitchen door, firmly closing it behind them.

REVISED 15/06/2017