



# TERMS & CONDITIONS OF BOOKING – CASUAL HIRE

Agreement to these Terms & Conditions is made via a tick box on the booking software, or upon payment of deposit if booked via other means.

## **1. The User**

In these Terms and Conditions the term "the user" shall include the person making the booking application and any person or organisation on whose behalf the booking is made, all of whom shall be jointly and severally liable.

## **2. Booking**

(a) Bookings are to be requested via the bookings calendar on the St. Andrew's Hall website, or by contacting the booking secretary [bookings@standrewshall.org](mailto:bookings@standrewshall.org)

(b) St. Andrew's Hall reserves the right to refuse any booking request it does not believe is suitable for either the venue, or our surrounding neighbours. (Please note teenage parties are not allowed)

(c) Bookings are only confirmed once a confirmation email has been received from the booking secretary along with payment of a deposit.

(d) Your booking cannot be transferred to any other party without the express written consent of the booking secretary.

## **3. Deposit**

(a) The user must pay a minimum deposit of £30 (1 hours hire charge) once the booking has been agreed to secure the booking as confirmed. This deposit will only be returned in the event that St. Andrew's Hall cancels the booking.

(b) Payment should be made in accordance with the information provided on the invoice.

## **4. Hire Charge**

(a) The current Hire Charge is £30 per hour, for use of the building.

(b) The user must pay the balance of the hire charge not less than two weeks before the booking date.

(c) If the booking is being made with less than two weeks' notice, the full hire charge is payable at the time of booking confirmation.

(d) Payment should be made in accordance with the information provided on the invoice.

## **5. Cancellation**

(a) The user may cancel the booking up to two weeks before the booking date and receive a full refund of any hire charge already paid, less the minimum £30 deposit.

(b) Should the user cancel less than two weeks before the booking date, a charge of 50% of the booking fee will be made, with the remainder of any monies paid refunded to the user.

## **6. General Conditions of Hire**

(a) St Andrews Hall has a maximum capacity of 100 persons.

(b) Your booking should include any time needed to set up and clear down of your event and you must vacate the premises by the time stated at the end of your booking.

(c) Your booking is for use of the Main Hall (15m by 8m) Side Room (7m by 4m), Kitchen & Toilet facilities.

- (d) All bookings must end by **10pm** unless by prior arrangement with the bookings secretary.
- (e) Any music must end by **9pm** and give due consideration to our neighbours.
- (f) The user is responsible for the proper conduct of everyone using the Hall during their period of hire (including during arrivals and departures from the hall) and should prevent anyone causing an annoyance or inconvenience to other persons. In particular, the user must keep noise to a reasonable level, having regard for any surrounding residents. Parties with discos or live music groups should keep the main doors closed for this reason.
- (g) Reports of antisocial behaviour will be dealt with appropriately and, if upheld, will result in any future bookings to be cancelled or refused.
- (h) The Hall must be cleaned, and all crockery washed up and put away, and all tables and chairs and other furniture returned to where they are normally stored before the end of the period of use. Cleaning materials are provided for this under the sink in the kitchen and in the cleaning cupboard in the main hall.
- (i) It is the responsibility of the user to remove all rubbish from the hall, including the surrounding area. There are bins provided at the front of the hall for this purpose. Should these bins be full the user is required to take any rubbish home with them for disposal.
- (j) Should the user leave the hall in such a state that it requires additional cleaning, removal of rubbish, or removal of any property left in the hall. St. Andrew's hall will perform this on behalf of the user and recover any costs incurred from the user.
- (k) No nails, screws, bolts etc. may be driven into the walls and fixtures of the Hall and no equipment, furniture or any structures or decorative lighting, posters, etc... may be taken into the Hall, or placed or displayed outside it or used there without the previous consent of St. Andrew's Hall.
- (l) Highly flammable substances are not to be brought into or used in any part of the Hall nor are internal decorations of a combustible nature (e.g. polystyrene, cardboard etc...) to be erected without the consent of St. Andrew's Hall.
- (m) If electrical appliances are brought to the Hall by the user then the user must ensure that these items are safe and in good working order and used in a safe way.
- (n) The user is responsible for all damage done to the Hall (including any fixtures, fittings or furniture and any other articles in it) during the period of use, whoever may have caused the damage. All damage and breakages must be reported immediately to [maintenance@standrewshall.org](mailto:maintenance@standrewshall.org)
- (o) Fireworks are **strictly** prohibited both inside the venue and outside on the patio and/or street.

## **7. Licensable Events & Regulations**

- (a) The user is responsible for ensuring that any activities comply with current relevant statutes of regulations such as:
  - (i) compliance with statutes governing the preparation serving or selling of food
  - (ii) compliance with statutes governing the sale and consumption of intoxicating liquor
  - (iii) compliance with statutes governing persons working with or caring for children (including their engagement supervision and training)
  - (iv) obtaining any requisite licence for music entertainment dancing concerts or stage performances.
- (b) The user will not undertake or permit to take place any licensable activity (sale of alcohol, the provision of regulated entertainment or late-night refreshment) on the premises without first having applied for (at least 14 days prior to the event) and obtained a temporary event notice from Sheffield City Council, pursuant to the Licensing Act 2003.
- (c) The user will not apply for a temporary event notice without the prior written approval of St. Andrew's Hall.
- (d) The user will supply St. Andrew's Hall with a copy of any temporary event notice issued, as soon as possible and in any case before the event.
- (e) The user will comply with the terms of any temporary event notice and with the terms of the Licensing Act 2003.

## **8. Insurance**

The Hall/Room(s) are fully covered for any claims due to negligence on the part of St. Andrew's Hall. However, the user must take out their own insurance, to cover any other claims which may arise in relation to their use of the Hall/Room(s).

## **9. Parking**

- (a) All vehicles are parked at the owner's risk.
- (b) St. Andrew's Hall does not offer any exclusive parking. Parking is available on St. Andrew's Road outside the hall.
- (c) Users should ensure everyone using the hall during their period of booking parks responsibly and safely on St. Andrew's road, and with regard for our neighbours.

## **10. Fire & Emergencies**

- (a) The user is responsible for calling the emergency services to attend any emergency that warrants their attendance, including, but not limited to: fire, serious accident, antisocial disruption etc...
- (b) The user must immediately notify the bookings secretary if the emergency services have been called.
- (c) The user must ensure that all exits, emergency exits, and fire appliances are free from obstruction and available for use at all times during the period of use.
- (d) There is a first aid kit available for use in the kitchen. If you have used anything in the first aid kit please inform [maintenance@standrewshall.org](mailto:maintenance@standrewshall.org) immediately so that it can be replenished.

## **11. Rights of Access of St. Andrews Hall Committee**

The members of the St. Andrew's Hall Committee and any persons authorised by them shall have the right to enter any part of the Hall/Room(s) at all times during the period of use.

## **Disclaimer**

St. Andrew's Hall, its agents and servants shall not be liable to the user or to any person using or entering the Hall/Room(s) for personal injury or for damage to, loss or theft of any property brought into the Hall/Room(s), however it may be caused, unless caused by negligence on the part of St. Andrew's Hall. The user shall indemnify St Andrew's Hall, its officers, agents, and servants against all claims made by, and liability to, any person in respect of such damage, loss, or theft.