

# ST. LAWRENCE CHURCH HALL

Brown's Lane, Effingham, Surrey KT24 5NL

## GENERAL CONDITIONS AND REGULATIONS OF HIRING

Application for the hire of the Hall should be made on the Booking Form and the person signing the form shall be deemed to be the Hirer.

**Key Collection:** Available from the lock-box at hall entrance. Code will be advised before the time of your booking. Key must be returned directly after the event for subsequent users of the hall.

The 'premises' used in these regulations includes the Hall and all its precincts including the field in which it is situated and the car parking space adjoining it.

The Committee reserve to themselves and to their accredited representatives the right of entry at any time to all parts of the premises.

The Hirer shall be responsible for the due fulfilment of the law in respect of any permission, collecting of entertainment tax or other legal requirements in connection with any meeting, dance or other function and shall supply details of any musical numbers performed in public as required by the Performing Rights Society to the Honorary Secretary of the Hall. The Hall is **NOT** licensed for the sale of intoxicating liquor.

The proprietors will not be responsible for any loss of, or damage to any property brought upon the premises by the Hirer, his employees or any other person whatsoever, or for any loss, damage or injury which may be incurred by or done or happen to, any person or persons resorting to the premises.

No nail, screw, hook or fastenings of any kind to be driven into the structure, furniture or fittings of the Hall. Nothing is to be stuck to the walls with Sellotape or BlueTack. No alterations to the existing light fittings or other electrical circuits shall be made without written permission. No Smoking is permitted on the premises. **Please stack the chairs on the trolley evenly, stacking unevenly can cause the trolley to topple over.**

The Hirer shall defray the cost of making good any damage to the buildings, furniture, crockery or other property, including damage caused by portable electrical equipment brought in by the hirer (which should have current PAT certification). All breakages & damages and any incidents to be reported to the Bookings Secretary on the day.

Admission to commercial functions shall be by ticket, purchased before the doors are opened and not by payment at the entrance.

The number of persons to be admitted to any function must not exceed two hundred, but seating for one hundred. Functions are to be conducted in an orderly manner so as not to disturb neighbours. The Hirer must comply with current DBS and vulnerable adults regulations.

***Except with the permission of the Committee, all functions must end not later than 11.30pm to enable the site to be completely vacated by midnight.***

**The premises shall be left in a clean and orderly state with crockery washed up and replaced in the cupboards etc. *All refuse, bottles etc. to be removed from the premises by the Hirer.* Brooms etc. are in the cupboard in the hall adjacent to the toilet.**

The Hirer shall be responsible for turning out all the lights, turning heaters off, locking up the Hall and returning the key to the lock box.