

St. Stephen's Church, St. Albans - Hall Rules from January 2023

St. Stephen's Hall is **not** a commercial organisation. It is run by volunteers for the benefit and enjoyment of hall users. These rules are to ensure the smooth running of the hall.

A. RELATING TO BOOKING

1. Bookings confirmed by the Booking Secretary will not be cancelled or amended without the consent of the hirer except in an emergency beyond the control of the Booking Secretary in which case the hirer will be informed immediately.
2. The hirer will be asked to pay a booking deposit at the time of confirmation of the booking. **Telephone bookings will be held for a maximum of three weeks but must be confirmed by a completed booking form.** If you do not wish to confirm your booking please inform the Bookings Secretary as a matter of courtesy.
3. Deposits will be forfeited for all bookings cancelled by the hirer on less than six weeks notice unless the hall is re-let.
4. All charges are payable in full by at least 14 days before the hire date (except regular weekly/monthly bookings who will be sent an invoice).
5. The normal booking period is between 9.00 am and 11.00pm or by arrangement with the Booking Secretary. The minimum booking period is one hour.
6. Please note: St Stephen's Church has a ring of bells which are rung on Sundays, Tuesday evenings and on other occasions – eg. for weddings or visiting ringers. Organisers of musical concerts or any other event requiring a quiet background should note this; and may wish to consider whether our church hall is an appropriate venue for their event. St. Stephen's remains above all a parish church and the worshipping life of the church, which includes the ringing of the church bells, takes priority over hall use.
7. Hall Keys should be collected from the bookings secretaries :
Mr & Mrs Roome, 95 Watford Road, St. Albans, Herts AL2 3JY Tel 01727 863425
and returned after hall use. They can be collected **15 minutes** before the period booked unless by prior arrangement with the key holders. **It is the responsibility of the hirer to arrange the collection and return of keys.**
8. Receipts are not normally issued. If you require one, please enclose a stamped addressed envelope with your booking form.

B. RELATING TO THE USE OF THE HIRED PREMISES

1. The hirer (who must be 21 or older) will be responsible for the good conduct of all activities of the hire at all times.
2. The numbers attending the function or meeting will not exceed the numbers stated on the original application form or on a subsequent amendment accepted by the Booking Secretary.
3. No equipment other than that already notified to, and agreed with, the Booking Secretary on the Booking Form will be introduced.

4. All tables, chairs, etc. will be returned to the normal storage area after use and all decorations, litter, etc. cleared away by the hirer. **Recyclable bottles and cans should be placed in the plastic boxes in the kitchen. All other rubbish should be placed into the wheelie bin provided at the car park entrance.** Tables must be clean before stacking.
5. The Fire Exit doors are for emergency use only and should not be used in any other circumstances.
6. All floors must be swept clean and all working surfaces are to be wiped clean. A broom, dustpan & brush, bucket etc. can be found in the cupboard next to the main hall doors. **Toilets are to be left clean and tidy.**
7. The premises must be vacated by 11.00pm (unless previously arranged with the bookings secretary.)
8. The hirer should inform the bookings secretary of any damage to St. Stephen's Hall property and will be required to pay for the cost of any repairs needed as a result of misuse.
9. St. Stephen's is insured against claims for which they are judged to be responsible. Hirers are advised to consider whether they should insure against third party claims for which they may be considered responsible.
10. The St. Stephen's Parochial Church Council (PCC) cannot accept any responsibility for damage to or loss or theft of the property of the hirer or persons attending a function or meeting. All lettings are made on the understanding that the Vicar, Churchwardens and PCC are for the time being indemnified accordingly by the hirer.
11. Nothing shall be done on the premises in contravention of the law: especially laws relating to Alcohol, Drugs, Betting, Gambling or Lotteries and the hirer shall ensure that the requirements of the relevant legislation are strictly observed.
12. The hirer shall be responsible for ensuring that all activities comply with the St. Stephen's Parochial Church Council Health & Safety Policy, a copy of which can be consulted at the Hall.
13. The hirer shall be responsible for obtaining any licences from the Performing Rights Society for the performance of copyright music.
14. The hirer should have their own policy for the safeguarding of children and vulnerable adults and be responsible for implementing this policy whilst using the Hall. The PCC may request that organisations who hire the hall provide evidence they they have a safeguarding policy in place.
15. Nothing shall be done which will endanger the users of the premises and the policies of insurance relating to it and its contents. In particular **OBSTRUCTIONS MUST NOT BE PLACED IN FRONT OF EMERGENCY EXITS.**
16. Firefighting apparatus shall be kept in its proper place and used only for the purpose for which it is intended.
17. **SMOKING OR VAPING MUST BE UNDERTAKEN IN THE CAR PARK AND NOT WITHIN THE CHURCH BOUNDARY WALLS.**