



ST JAMES' CHURCH HALL CONDITIONS OF HIRE

- 1) No bookings are accepted by people under the age of 21 years.
- 2) 2 named responsible adults must be present throughout the activity.
- 3) No teenage parties are permitted after 7.00 pm.
- 4) The maximum hall capacity is 200 people.
- 5) Sound amplification must be kept to a reasonable level as determined by a Church official.
- 6) Prior permission is required if alcohol is to be served and the hirer must obtain a Temporary Event Notice from Exeter City Council.
- 7) An advance deposit of £100 is required from occasional users. This will be to be returned after confirmation that the premises have been left in satisfactory condition. Any damage must be reported as soon as possible. The hirer is responsible for any damage that occurs during the use of the premises.
- 8) The premises must be left clean and tidy, the floors must be swept, the bins must be emptied and rubbish must be placed in dustbins. Excess rubbish must be removed from the site.
- 9) No pins, screws or adhesive materials may be attached to the walls, floors or woodwork.
- 10) The stage curtains must not be handled unless booked for use and the appropriate fee has been paid.
- 11) No posters or notices are to be displayed without prior permission.
- 12) The entrance door must be kept closed unless an attendant is present in the lobby to prevent unauthorised entry. A doorbell is available.
- 13) No cars are permitted to drive beyond car park except to load and unload. The driveway and hatched area must be kept clear at all times to allow access by emergency vehicles. The car parking spaces marked as reserved must be kept clear at all times for use by Church members.
- 14) No equipment may be left or stored on site without prior permission from a Church official.
- 15) No items are to be placed on or immediately in front of the heaters.
- 16) The hirer must be aware of the location of emergency exits, fire extinguishers and first aid equipment. Any accidents must be recorded in the accident book.
- 17) Regular hall users must have an appropriate safeguarding policy and adequate insurance cover in place.
- 18) The Church accepts no responsibility for any damage, injury or theft that occurs during the hirer's occupancy of the premises.

- 19) Separate booking requests are required for the hall, committee room and stage; a separate fee is charged for each.
- 20) Any time during which the premises are in use will be charged at the standard rate. This includes unloading, preparation, clearing up and cleaning.
- 21) The premises might occasionally be required for use by the Church. Notice will be given 4 weeks prior to the event where possible if the booking must be cancelled.
- 22) The Church reserves the right to refuse any booking request. Bookings will not be accepted on bank holidays or on the evening preceding a bank holiday.
- 23) Admission to the hall will be by arrangement with the Church administrator who will usually issue a key to one of the named adults.
- 24) The nearest public telephone is located at the junction of Mount Pleasant Road and Prince Charles Road. The post code of the premises is EX4 7AH.
- 25) The current fees for hire are as follows:

Hall including kitchen	£15.00	per hour
Committee room	£7.00	per hour
Stage	£20.00	per occasion