

## **TERMS AND CONDITIONS FOR HALL & ROOM BOOKINGS**

### **The following are the terms and conditions for the hire of the Upper Hall, Lower Hall or the Library at St Columba's Church of Scotland, Pont Street, London SW1X 0BD**

The halls may be used by Scottish Organisations, Not for Profit and Charitable Organisations for events, such as meetings, concerts, quizzes, sales in aid of charities, dances, but is not available for private parties such as wedding receptions or birthday parties.

#### **The hirer agrees to the following:**

- (i) Provisional reservations will be held for a maximum of ten working days. If the booking is not confirmed in writing and the appropriate deposit paid in this period the Church reserves the right to release the booking.
- (ii) Rooms may be booked for an afternoon or an evening session. The precise times of entry are to be agreed in advance and room must be entirely vacated by 11.00 p.m. A £150.00 penalty charge will be payable [in addition to any charges stipulated in (iv) below] for any usage beyond this time. Lettings are not available on Friday evenings or on Sundays.
- (iii) Hirers are required to recognise the sacred purpose of the Church and to ensure that they and those attending their event behave with appropriate decorum. The Church is situated in a settled residential area and accordingly there must be no noise or untoward behaviour which causes or may cause disturbance to neighbours.
- (iv) A Caretaker lives on the premises and is present to represent and safeguard the interests of the Church. His duties do not include the setting up or clearing and tidying away after an event unless this has been a matter of separate negotiation direct with the Caretaker. On occasion a relief Caretaker may be on duty. If an event necessitates either Caretaker staying after 11.00 p.m. an additional charge will be payable for extra overtime costs and, when incurred, the cost of taxis so that staff may reach their homes safely.
- (v) With agreement at the time of reservation Hirers may make use of the equipment crockery, cutlery, cooking utensils in the appropriate kitchen. Use of the dishwasher in the Lower Kitchen will be permitted only after a short training session on its use by the Caretaker.

Rooms and their contents including kitchen equipment are to be accepted by Hirers as in good condition. After use, chairs and tables must be stacked away, the rooms and kitchen left clean and tidy with all rubbish securely bagged and left in the boiler room entrance; all crockery, cutlery and utensils washed, dried and put away correctly, work surfaces and ovens and other equipment cleaned and the floors swept or mopped as appropriate. All users of the kitchen are required to complete and sign a record of their use of the kitchen noting any breakages, failure of equipment etc.

Nothing may be attached to the walls or fabric of the building nor extraneous items introduced without specific prior agreement. Any damage or breakages must be reported to the Caretaker and Hirers will be liable for and charged the full cost of repair or replacement.

- (vi) Smoking is not permitted anywhere inside the building and cigarette butts must not disfigure the entrance porticos to the Church. Drinks in china cups or glasses must not be taken outside the building. No dogs, other than assistance dogs, are permitted in the building. No bicycles are permitted in the building at any time.
- (vii) Intoxicating liquor (i.e. alcoholic drinks) may not be sold in any circumstances whether supplied as part of a ticket price or through a cash bar. St Columba's does not currently hold a premises licence and therefore in accordance with the Licensing Act of November 2005 alcoholic drinks, in modest quantities may be consumed provided these have been donated and are supplied to guests entirely free of charge. Notice of this fact must be clearly displayed on all publicity and tickets for the event.
- (viii) Hirers must comply with Statutory and the Church's health and safety requirements and must not obstruct or interfere with any rights of access or entry or the free right of passage of any of the Kirk Session employees or members of the public to any parts of the Church.
- (ix) Payment of the Church's invoice for a booking must be made within twenty one days of its presentation.
- (x) The Kirk Session of St Columba's Church does not accept any responsibility for the loss, theft or damage to any property belonging to or under the control of the Hirer or any of his/her guests. Hirers are accordingly advised to ensure that they or other person acting on their behalf are appropriately and adequately insured.
- (xi) The Kirk Session of St Columba's Church does not accept liability for any loss or inconvenience suffered by the Hirer or his/her guests by the Church's inability through circumstances outside its direct control to fulfil arrangements or any part thereof previously agreed with the Hirer.
- (xii) The Kirk Session of St Columba's Church reserves the right to cancel any booking with immediate notice.

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If you are in agreement with the terms of hire of the hall and wish to confirm your booking please ensure you sign and return one copy of the Hire Agreement as soon as possible along with a deposit cheque for £50.00. This deposit is non-refundable.

If you have any further queries please do not hesitate to contact me.

Yours sincerely

Pam Keeley  
Church Administrator

January 2008