



St Mary Magdalen Church Hall Conditions of Hire

Definitions

Responsible Person means the individual named by the Hirer and designated as being the person on site and in charge during the Event.

Hirer means the person designated above as the individual, the representative of the organisation or club making this booking.

Hall means St Mary Magdalen Catholic Church hall, located in Highfield Approach, Ipswich (WTW hurt.unions.begun), its fixtures and all its facilities.

Church means St Mary Magdalen Roman Catholic Church, Norwich Road, Ipswich (WTW human.woes.times) which owns and operates the Hall, its representatives or its agents.

Event means the function to be held in the Hall by the Hirer.

Hall Manager means the person appointed by the Church, from time to time, to administer the Hall, its facilities and arrangements.

1. Responsibilities of Hirer

- a. The Hirer, being a person over 18 years of age, shall accept responsibility for being in charge of the Event and for ensuring that all booking conditions stated here are met.
- b. The Responsible Person is required to be present in the Hall throughout the Event and accepts the responsibility for being in charge of the Hall, and the behaviour of the persons using the Hall, at all times during and associated with the Event.
- c. The benefit of a booking may not be assigned or transferred or sub-hired, in whole or in part, and the Hall or any part of it may not be used by any person other than the Hirer.
- d. The Hirer shall not use the Hall for any use other than that agreed with the Hall Manager, or permit the Hall to be used for any unlawful purpose.
- e. Hirer is responsible for setting out any furniture required during the Event, and for ensuring it is returned to its designated storage area at the end of the hire period.
- f. The Hirer shall not carry out any fly posting or any other form of unauthorised advertisements for the Event and shall indemnify the Church against all action, claims, and proceedings arising from any breach of this condition.

2. Hall Facilities

- a. Hirer and persons attending the Event, are entitled to use the Hall car park. No guarantee is given regarding the availability of car parking spaces should, for example, a Church service be taking place at the time of the hire period.
- b. The hire period includes set-up and clear-up times. The Hall must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire period.

3. Music

- a. Music may be played as part of the Event, either live or pre-recorded.
- b. If pre-recorded music is played, it is the responsibility of the Hirer to ensure that a suitable licence is obtained to cover copyright applicable to any music played. The Church will not be liable for any fines or prosecutions that may arise from any breach of copyright action resulting from the Event run by the Hirer.
- c. Hirer must respect the privacy and wellbeing of the Hall's neighbours and must ensure that the volume of any amplified music is kept to a reasonable level with windows closed.



- d. It is the responsibility of Hirer to ensure that any music played finishes by 11:00 pm.

4. Alcohol

- a. The Hall is not licensed for the sale of alcohol. Alcohol may be consumed in the Hall but if alcohol is to be sold in the Hall, it is the responsibility of the Hirer to ensure that an appropriate licence is obtained to cover the Event.

5. Insurance and Indemnity

- a. Church will not be responsible for any loss, damage or theft of Hirer's property, or of the property of any other persons attending the Event, occurring in the Hall, its car park or its grounds howsoever caused.
- b. Hirer will be responsible for making good any loss, damage or theft to the Hall premises, its equipment, fixtures and fittings, howsoever caused, that may be incurred during, or as a result of, the Event. Church is authorised to make a suitable deduction, from the security deposit paid, to cover small losses; any more significant damage must be made good by Hirer within a week of the Event.
- c. Hirer shall indemnify the Church against any claim, loss damage or costs made against it, or incurred by it, as a result of any nuisance caused to a third party as a result of the Event.
- d. Hall is insured against any claims arising out of Church's own negligence. Hirer is responsible for ensuring appropriate insurance is taken out to cover the activities associated with the Event.

6. Fire Precautions

- a. The Hall is equipped with smoke and heat detectors. Should the alarms sound, the Hall should be immediately vacated by all occupants, and the Hall Manager advised.
- b. The fire brigade should be called to deal with any outbreak of fire, however small, and details should be given to the Hall Manager.
- c. The exits are marked with illuminated emergency exit signs. These exits must be kept clear and free of any obstruction at all times.
- d. The Hall is a non-smoking and non-vaping venue.
- e. No naked flames are permitted in the Hall, for example candles, nor any incendiary articles, for example indoor fireworks.
- f. The rear emergency exit doors are fitted with internal security bolts. These bolts must be released by Hirer and these doors unlocked at the commencement of the hire period, and secured again before vacating the Hall at the end of the hire period.
- g. Fire regulations limit the occupancy of the Hall to 80 persons in total. Responsible Person must ensure that this figure is not exceeded at any time during the hire period.

7. Equipment

- a. All electrical equipment provided by the Church within the Hall is suitably checked for electrical safety. Any electrical appliances brought to the Hall by Hirer for use during or as part of the Event must be in good working order and certified as safe.
- b. The electrical controls, meters and switches are secured in restricted locations not accessible to persons hiring the Hall. No attempt must be made to access these items. In any emergency, contact Hall Manager for assistance or advice.



- c. The use of any special equipment during the Event, for example bouncy castles, must be agreed with the Hall Manager in writing before the booking is confirmed.

8. Decorations

- a. No nails, pins or other permanent fixings are to be used to attach decorations to any part of the Hall. *Blu-tac* or *low-tac* tape can be used to affix decorations or posters etc, but this must all be removed cleanly at the end of the Event.

9. Animals

- a. With the sole exception of support dogs, no animals are permitted in the Hall.

10. End of Hire

- a. At the end of the Event, the Responsible Person shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, with the floor swept and any furniture used returned to its storage area. Any tables used must be wiped clean before being returned to their storage area.
- b. Any equipment, decorations, furniture or articles of any kind must be removed by the end of the hire period. Any items left in the Hall at the end of the hire period are liable to be disposed of by the Hall Manager, unless specific permission has been given in advance for these items to be left.
- c. To minimise disturbance to neighbouring properties, evening events must finish such that the Hall is cleared by 11:30 pm.
- d. The Hall does not benefit from a refuse collection service. The Responsible Person is therefore required to ensure all litter, waste, rubbish and any other debris resulting from the Event is removed before leaving the Hall. Failure to do so will result in a deduction from the security deposit to cover disposal of any refuse remaining after the Event.
- e. The Responsible Person must ensure all windows are securely closed, all heating is turned off and all lights extinguished and that both internal and external doors, including the rear emergency exit doors, are locked and securely fastened before leaving the Hall.
- f. The keys must be immediately returned in accordance with the arrangements agreed with the Hall Manager at the time the booking was accepted.