St Nicholas Parish Church, Prestwick

Hall / Room Hire Terms & Conditions

Private Functions

1) Hirer's responsibilities

- In order for the Hirer to enter into an agreement to hire any of the church halls or rooms, the Hirer must be a member of the congregation, or have a relative who is a member of the congregation.
- The Hirer shall be regarded as the responsible person during the period of hire, and shall be responsible for the care of the premises and the conduct of guests. All Hirers must be over 21 years of age. It is required that the Hirer is present upon the premises during the period of hire.
- The Hirer will be responsible for ensuring all appropriate children's statutes and child protection guidelines are met.
- It is the Hirer's responsibility to ensure that they familiarise themselves and anyone else in the building during the time of the hire, with any safety precautions, specifically the hirer will be regarded as the responsible person for the purposes of fire safety legislation.
- The Hirer will be responsible for ensuring compliance with the Food Safety Protocols declaring the possible allergens being served in food prepared by the Hirer.
- The Hirer is responsible for any damage or loss to the hall and premises during the hire period, and for the hall and premises being left in a clean condition. Tables and chairs, having been wiped over, must be returned to where they were located. Any spills on the floor must be wiped up and the floor swept. The cooker, if used, must be emptied and cleaned, and the fridge, if used, must be emptied of all the Hirer's items. Toilets and washbasins must be left clean and tidy as found. Any equipment used must be returned to its proper storage space after use.
- Any remaining rubbish must be removed by the Hirer.
- The Hirer is responsible for ensuring that the premises are vacated in accordance with the hire time agreed arrangements.
- If the hall, premises, or grounds are left in an unsatisfactory state, or if there is loss or damage to any part of the church premises or grounds, the Hirer, or the person the Hirer has named as their contact within the church congregation will, at the discretion of the church, be held liable for any cleaning, repair or replacement costs.
- The Hirer must report to the Church Office any damage made to Church premises or grounds, and any accidents which resulted in injury.

2) Use of Church premises and grounds

- Gambling on the premises or grounds is strictly forbidden.
- Consumption, or sale of alcohol on the premises or grounds is strictly forbidden.
- For the safety, security and comfort of all users of the building, hirers are asked to strictly observe the following:
  - No smoking in any part of the building or grounds, including the toilets.
  - No open flames.
  - No process which will generate smoke or fine dust.
  - No pets with the exception of Guide Dogs accompanying their charge.
  - No alterations to lighting, wiring or other fittings or equipment supplied by the Church.
- No footballs, hard ball games, or bicycles are allowed within church premises or grounds.
- If the hiring is to include music, the hirer must keep the sound levels down to a reasonable level. Discos and live bands are not allowed unless prior written approval has been granted. The hirer is responsible for ensuring that all relevant legislation and copyright processes are followed and gained. Hirers will be invoiced for the cost of any penalties levied on the Church for any breaches.

- The Church is unable to provide storage for Hirer's property, which therefore must be removed from the premises or grounds at the end of the hire period.
- Unless agreed in advance with the Church representatives, the maximum number of guests may be restricted by the type of event taking place, but under no circumstances will exceed 30 in the Old hall, and 50 in the New hall.
- St Nicholas Parish Church accepts no responsibility for any loss or damage, including personal injury and death, resulting from the premises proving to be unsuitable for the hirers intended use.
- If the kitchen is to be used, the hirer becomes responsible for correct Health and Safety practices under The Food (Scotland) Act of 2015 and any subsequent related regulations. If professional caterers (i.e. if a charge is to be made to the hirer for catering services) are employed, their names and addresses are to be included in the booking information as requested.
  The kitchen must be thoroughly cleaned upon completion, and all waste foods / materials must be completely cleared of the premises and grounds. The church reserves the right to levy a cleaning charge if this is not done. The hirer must be satisfied that they have complied with this condition.
  For safety reasons, children under the age of 10 must never be allowed in the kitchen.

3) Hire fees, and charges

- No contract of hire exists between the parties until the booking application has been processed and approved by the St Nicholas Parish Church representatives, and all charges and fees paid in full by the hirer. Even then, the Church or Civil bodies may require the premises at short notice.
- Fees charged will be those in force at the time of the let regardless of when the booking was made.
- All hall/room hire fees are payable within one week of the request to hire, and acceptance of the booking by St Nicholas Parish Church representatives.
- Bookings are secured by completion and signing of the Hall / Room Booking Form, signing the Terms and Conditions of use, and payment of the full hire fee, which in the event of cancellation for any reason by the hirer is not refundable.
- In addition, a refundable deposit for an access door key will be required to be paid within one week of the hire date. The deposit will be refunded when the key has been returned.
- The hirer should note that the church reserves the right to cancel the booking at any stage if it becomes apparent that the event is contrary to the information disclosed on the booking form, or if any of the information supplied on the booking form is false or misleading. If such cancellation has to be enforced by the church, the booking fees will not be refunded.
- Should the hire fees not be received within the time allocated, and another party wishes to book the hall on that date the Church reserves the right to give the booking to the other party
- The Church reserves the right to refuse any application or to impose special terms or conditions.

Failure to comply with above Terms & Conditions will result in cancellation, or refusal to accept further bookings.

These Terms & Conditions are subject to revision at any time without notice.

I hereby acknowledge that I have read and understood the Terms & Conditions of hiring a hall/room at St Nicholas Parish Church, and I agree to comply with the Terms and Conditions therein.

Hirer's Signature: _____ Date: ___/___/_____

Hirer's Name (printed): _____

Hirer's Address: _____

_____ Post Code: _____