

**ST MARY'S CHURCH ILFORD  
COMMUNITY HALL**

**Hall Hire Pack**

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# ST MARY'S CHURCH ILFORD COMMUNITY HALL

## STANDARD CONDITIONS OF HIRE 2021

### Contact/information

**Hiree:** The Parochial Church Council of St Mary's, Great Ilford (St Mary's Ilford PCC)

**Address:** Hall Booking Secretary, Parish Office, 26 South Park Road, Ilford, IG1 1SS.

**Email:** [hall@stmarysilford.org.uk](mailto:hall@stmarysilford.org.uk).

**Web:** [www.stmarysilford.org.uk/hall](http://www.stmarysilford.org.uk/hall)

### Payment

- By credit or debit card online
- Bank Transfer

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### TERMS and CONDITIONS for HIRE of the COMMUNITY HALL

*The Hirer should read in full these Standard Conditions of Hire and any Special Conditions of Hire and seek any required permissions before proceeding. If the Hirer is in any doubt as to the meaning of any term or condition, the Booking Secretary should be consulted before the hire proceeds.*

### Definitions

In this document, "the premises" means the whole building including the church, the hall, the kitchen and the toilets.

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## COMMUNITY HALL

The “hall” or “community hall” means the first floor large room adjacent to the kitchen.

This agreement is for use of the hall, kitchen and toilets, plus necessary access by lift and/or stairs unless otherwise stated. It does not permit access to the worship area, sacristy, choir vestry, or chapels.

### **Booking Conditions**

1. The Hirer is required to complete the booking form and pay the fees required by the Hiree.
2. The Hirer shall be a person not under the age of 18.
3. In addition to the hire fee a deposit of £250 is required for all bookings.
4. The hire fee shall be the agreed hourly hire rate, multiplied by the length of the hire in hours, or by 8 hours, whichever is the greater.
5. The PCC reserves the right to retain all or part of the deposits paid if the conditions of the hire are not kept.
6. In all cases, a fee of 25% of the hire fee will be charged for cancellations by the hirer within 30 days of the event, or 50% within 7 days or 100% within 24 hours (whichever is the higher fee.)
7. The hall will not be hired out to any commercial organizations for discos, parties or dance functions of any kind unless with the express permission of the Parochial Church Council (PCC).

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8. The hall will not be hired out for parties or similar events except with the express permission of the PCC.
9. **Capacity.** The number of people on the premises shall not exceed 100 (75 seated) at any time.
10. **Supervision of the premises.** At all times during the period of the hire the Hirer hereby accepts responsibility for being on the premises and in charge of the fabric and contents; its care, safety from damage however slight or change of any sort; and for ensuring that all conditions of the Terms and Conditions of Hire and/or Special Conditions of Hire relating to management and supervision of the premises are met.
11. **Supervision of people.** At all times during the period of the hire the Hirer hereby accepts responsibility for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and emergency exits.
12. **Damage.** As directed by the PCC, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.
13. **Dangerous and Unsuitable performances.** Performances involving danger to the public, of a sexually explicit nature, or at variance with the aims and objectives of the PCC shall not be given.
14. **Film Shows.** Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

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15. **Use of Premises for Declared Purpose.** The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

16. **Gaming, Betting and Lotteries.** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

17. **Licences and Alcohol.** The Hirer should ensure that they hold any relevant licence required in respect of any activity in The Community Hall.

Irrespective of licences, the consumption of alcohol is not allowed on the premises without the express permission of the PCC.

Alcohol may not be sold on the premises under *any* circumstances, even with a licence.

18. **Public Safety Compliance.** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is provided or which is attended by children.

19. **Fire Safety Instructions.** The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the premises.

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- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

**20. Pre-Event Fire Safety Checks.** Before the attendees arrive at the booked event the Hirer shall check that:

- all fire exits are unlocked and panic bolts in good working order.
- all escape routes are free of obstruction and can be safely used.
- any fire doors are not wedged open.
- there is no obvious fire hazard on the premises.

**21. Means of Emergency Escape.** All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

**22. Outbreaks of Fire.** The Fire Brigade shall be called to any outbreak of fire, however slight, at the premises and details thereof shall be given to the Bookings Secretary.

**23. Health and Hygiene.** The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

**24. Electrical Appliance Safety.** The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

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**25. Injuries and Dangerous Occurrences.** The Hirer must report all incidents involving injury that happen on the premises during the hire period to the Bookings Secretary within 48 hours and complete the relevant section in the accident book.

**26. Indemnity.** The Hirer shall indemnify and keep indemnified each member of The PCC and its employees, volunteers, agents and invitees against:

- the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises
- all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

**27. Insurance.** The Hirer shall take out adequate insurance to insure the Hirer and those who attend the event(s) against the Hirer's liability under paragraphs 12 and 26 and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Bookings Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the PCC to rehire the premises to another hirer. The PCC is insured against any claims arising out of its **own** negligence.

**28. Explosives and Flammable Substances.** The hirer shall ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises and that

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- No internal decorations of a combustible nature (eg polystyrene, cotton wool) shall be erected without the consent of the PCC. No decorations are to be put up near light fittings or heaters.

29. **Heating.** The Hirer shall ensure that no heating appliances except those fitted shall be used on the premises without the consent of the PCC. Liquefied Propane Gas (LPG) heating appliances shall not be used on the premises. It remains the responsibility of the Hirer to turn the heating on and off. Failure to turn the heating off by the end of a booking may result in deposits or part deposits being retained to cover costs.

30. **Drunk and Disorderly Behaviour and Illegal Drugs.** The Hirer shall ensure that in order to avoid disturbing neighbours to The Community Hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is disorderly or violent way shall be required to leave the premises. No illegal or recreational drugs shall be brought onto the premises.

31. **Animals.** The Hirer shall ensure that no animals except assistance dogs are brought onto the premises, except with the express permission of the PCC. No animals whatsoever are to enter the kitchen at any time.

32. **Compliance with The Children Act 1989.** The Hirer shall ensure that any activities for children under eighteen years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Checks have access to children (checks

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also apply where vulnerable adults are taking part in activities). The Hirer shall provide the PCC with a copy of their Safeguarding Policy on request.

**33. Fly Posting.** The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the PCC against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the Local Authority.

**34. Sale of Goods.** The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice applicable in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organizer's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

### **35. Cancellation by the PCC**

- (a) The PCC reserves the right to cancel a hiring without notice in the event of:
  - (i) the PCC reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
  - (ii) the PCC reasonably considering that unlawful or unsuitable activities may take place at the premises in connection with the hiring, or
  - (iii) the premises becoming unfit for the use intended by the Hirer, or
  - (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion,

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pandemic, endemic or those at risk of these or similar disasters.

- (b) The PCC reserves the right to cancel a hiring with written notice in the event of the PCC requiring the Hall for its own use. A minimum of 4 weeks' notice shall be given.
- (c) Other than clause 35 (a) (i) or (ii) the Hirer shall be entitled to a refund of any deposit already paid, but The PCC shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

**36. Noise.** The Hirer shall ensure that the minimum of noise is made by those attending the event on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises and event.

**37. Stored Equipment.** The PCC accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. Storage of equipment is not permitted on the premises without express permission. Equipment left on the premises may be disposed of without notice.

**38. No Alterations or Unauthorised Decoration.** No alterations or additions may be made to the premises nor may any fixtures be installed. No placards, decorations nor other articles be attached in any way to any part of the premises without the prior written approval of the PCC. Pins or tacks may not be used for decorations. Any alteration, fixture or fitting or attachment so approved shall, at the discretion of the PCC, remain in the premises at the end of the hiring. It will become the property of The PCC unless removed by the Hirer who must make good to

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the satisfaction of the PCC any damage caused to the premises by such removal.

39. **No property rights.** The Hiring Agreement constitutes permission only to use the premises hired, for the period paid for, and confers no tenancy or other right of occupation on the Hirer. The PCC reserves the right to refuse to hire out the premises without giving a reason.
40. **Key Holders.** Any keys issued to the Hirer must remain in the possession of the Hirer and may not in any circumstances be copied. Upon completion of the Hire, the Hirer shall return the keys. Any loss/theft of keys shall be reported immediately to the Bookings Secretary and the PCC reserve the right to make a charge for replacement keys and/or changes in locks as set out in the Fees Schedule.
41. **Clearing Up and Cleaning Before Leaving.** The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, by the end of the hire period. The PCC shall be at liberty to make an additional charge otherwise. All rubbish shall be bagged up and the bags placed neatly in the area specified at the time of booking. The areas of hire must be left as found.

# ST MARY'S CHURCH ILFORD COMMUNITY HALL

## COVID-19 Coronavirus Special Conditions of Hire

**These conditions are supplemental to the  
STANDARD CONDITIONS OF HIRE.**

### **SC1:**

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, and in particular using the hand sanitiser supplied when entering/leaving the hall and regularly throughout the hire.

### **SC2:**

You will be provided with a copy of the Hall Covid-19 Risk Assessment and you undertake to comply with the actions identified therein.

### **SC3:**

The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using the products supplied.

### **SC4:**

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** inform the Hirer who in turn **MUST** inform the Booking Secretary.

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### **SC5:**

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient and secure. You will be responsible for ensuring they are all securely closed on leaving.

### **SC6:**

You will ensure that no more than **20 people** attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter and leave the premises.

You will ensure that no more than 1 person uses the toilet at any given time.

The lift may only be used by those unable to use the stairs, and should be used by one person at a time and all surfaces that have been touched should be cleaned in-between use.

### **SC7:**

You will take particular care to ensure that social distancing is maintained in line with current government guidelines.

### **SC8:**

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them as to maintain a distance of at least 2 metres across the table between people who are face to face.

### **SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall.

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### SC10:

You will encourage users to bring their own drinks and food. **The kitchen is closed**, and refreshments may not be provided by the Hirer.

### SC11:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Conditions of Hire are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

### SC12:

In the event of someone becoming unwell with Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the downstairs lobby behind the blue screen. Provide tissues and a bin or plastic bag and hand sanitiser and face covering. Ask others in your group to provide contact details if you do not have them and then leave the premises immediately, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Bookings Secretary and NHS England.

### SC13:

Please familiarise yourself with current government advice for the use of community halls, here:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

# ST MARY'S CHURCH ILFORD COMMUNITY HALL

## FEE SCHEDULE 2021

- The minimum hire term for one off and repeat/block bookings is 6 hours.
- When booking you should factor in set up and clear up time.
- All sessions booked are subject to a Coronavirus Sanitisation Fee of £20 per full session booked (not per hour).

### HIRE FEES

<b>Standard Hire Fee</b>	£25 per hour
<b>Repeat Hire Fee*</b>	£20 per hour
<b>Charity Hire Fee**</b>	£20 per hour
<b>Repeat Charity Hire Fee**</b>	£17.50 per hour

*\*10 hours or more booked and paid in advance in one transaction*

*\*\* Registered Charities and NFP organisations*

### HIRE DEPOSIT

<b>Key and Hall Deposit*</b>	£250
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*\*Held for the duration of hire and returned on return of keys and subject to Standard Conditions of Hire*

### PAYMENT

## **ST MARY'S CHURCH ILFORD COMMUNITY HALL**

Hire fees and deposits must be paid in advance of the handover of keys and door codes. For repeat bookings at least one month recurring advanced payment is required.

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- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace and the organiser of your event.**
- 3. Maintain 2 metres social distancing as far as possible.**
- 4. Use the hand sanitiser provided on entering and exiting the premises. Clean your hands often. Soap and water are provided in the WC's.**
- 5. Avoid touching your face, nose, or eyes. Clean your hands if you do.**
- 6. "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bins provided. Then wash your hands.**
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean.**
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.**
- 9. Keep the hall well ventilated.**

# ST MARY'S CHURCH ILFORD COMMUNITY HALL

## COVID RISK ASSESSMENT AUTUMN/WINTER 2020

Area of Risk	Risk Identified	Mitigation	Notes
Identify what activity might cause transmission of the virus and likelihood of transmission of virus	Queuing to enter hall before door open.  Multiple use of stairs on entry and exit.	Sign on outdoor asking attendees to not gather together and maintain two metre distance.	
Surfaces touched	Transmission of virus through touching surfaces	All surfaces such as door handles, light switches to be cleaned by hirer regularly throughout hire.  Attendees encouraged to use hand sanitiser regularly throughout day.  All surfaces sanitised between each hire.	Hand sanitiser provided at entry/exit point and in hall.
Toilets	Transmission of virus	Hirer to control access to toilet. Only one toilet at hall level open. Anti-viral wipes provided in toilets.	
Lift	Small space, transmission of virus	Hirer to control access to lift. One person in lift at a time. All surfaces touched to be cleaned between uses by hirer.	
Kitchen	Food and drink preparation	Kitchen closed to all hirers.	
Bins	Tissues and food packaging	Bin to be provided in hall. Hirer to secure and deposit in identified space after hire.	