

ST ELIZABETH HALL HALL HIRE AND BOOKING AGREEMENT

Hall Address:

St Elizabeth Hall
131 Exeter Street
Salisbury SP1 2SG

Mrs Siobhan Haines (Hall Manager)
St Osmund's Church
95 Exeter Street
Salisbury SP1 2SF

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Email: salisbury.stelizabethhall@cliftondiocese.com

SECTION 2 – CONDITIONS OF HIRE

1. Booking

1.1 All bookings must be made using the official booking form and submitted to the Hall Manager.

1.2 A booking is provisional until confirmed by the Hall Manager.

1.3 Bookings are confirmed only upon receipt of:

- A completed booking form
- A signed hire agreement
- Payment of hire fees
- Payment of the refundable security deposit
- Acceptance by the Hall Manager

1.4 The person signing this agreement and any named organisation shall together be referred to as “the Hirer” and shall be jointly responsible for compliance with these conditions.

SECTION 2

2. Hire Charges

2.1 St Elizabeth Hall is available to hire at a rate of **£22 per hour**.

2.2 The minimum hire period is **three (3) hours**.

2.3 The minimum charge for any booking is **£66**.

2.4 Setting up, decorating, dismantling, cleaning, and clearing away must all be completed within the booked hire period.

2.5 Additional facilities may be hired as follows:

- Specialist Kitchen – £45 per booking
 - Projector & Screen – £25 per booking
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3. Security Deposit

3.1 A refundable security deposit of **£50** is payable at the time of booking.

3.2 Provided that the Hall has been left clean, tidy and in the condition in which it was found, the deposit will normally be refunded within 28 days following inspection of the premises.

3.3 Deductions may be made for:

- Damage to the building
 - Damage to equipment or furnishings
 - Breakages
 - Missing items
 - Additional cleaning required
 - Failure to remove waste
 - Breaches of these Conditions of Hire
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4. Facilities Included in Standard Hire

The standard hire charge includes use of:

- Main Hall
- Servery Area
- Cloakroom
- Toilet Facilities
- Tables and Chairs
- Reception Hall
- Limited Designated Parking
- High-Speed Wi-Fi

The servery area includes use of:

- Hot Water Boiler
 - Cups and Saucers
 - Glasses
 - Wine Chiller
 - Refrigerator
 - Glass Washer
 - Sink
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5. Hirer's Responsibilities

5.1 The Hirer is responsible for all activities taking place during the hire period.

5.2 The Hirer shall be responsible for any loss, damage, injury, claim, cost or expense arising from the booking.

5.3 The Hirer must take reasonable care of the premises, furniture, fittings, fixtures and equipment.

5.4 The Hirer shall pay for any repair or replacement costs resulting from damage occurring during the hire period.

5.5 The Parish and Clifton Diocese accept no responsibility for loss or damage to personal property brought onto the premises.

6. Responsible Person

6.1 A responsible person aged 18 years or over must be present throughout the hire period and shall ensure compliance with these conditions.

7. Activities Not Permitted

The following are strictly prohibited:

- Bouncy Castles
 - Naked Flames or Candles
 - Fireworks
 - Smoke Machines
 - Barbecues
 - Illegal or Dangerous Substances
 - Any activity likely to damage the premises
 - Any activity likely to cause nuisance to neighbours
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SECTION 3

8. Smoking, Vaping and Prohibited Substances

Smoking, vaping and the use of illegal or prohibited substances are strictly forbidden anywhere within the building or grounds.

9. Alcohol

9.1 The consumption of alcohol, and any sale or supply of alcohol, must be approved in advance by the Hall Manager.

9.2 The Hirer is responsible for obtaining any licences required by law.

10. External Equipment

10.1 No external equipment may be brought onto the premises without prior approval.

10.2 Approved equipment must be safe, fit for purpose and properly operated.

10.3 The Hirer is responsible for any damage or injury arising from the use of external equipment.

10.4 Electrical equipment brought onto the premises must be in safe working order and, where appropriate, should have been Portable Appliance Tested (PAT).

11. Insurance

11.1 The Parish insurance covers only official Parish activities.

11.2 Commercial organisations, clubs, societies, community groups and private hirers must hold appropriate insurance.

11.3 Proof of insurance may be requested before a booking is confirmed.

12. Parking

- 12.1 Parking is permitted only in designated parking spaces.
 - 12.2 Parking is available only during the agreed hire period.
 - 12.3 Limited parking is available and spaces cannot be guaranteed.
 - 12.4 Vehicles and contents are left entirely at the owner's risk.
 - 12.5 The Parish and Clifton Diocese accept no liability for loss, theft or damage.
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13. Access

Authorised Parish representatives, the Hall Manager, emergency services and police may enter the premises at any reasonable time.

13A. Keys and Access Codes

- 13A.1 Any keys, fobs or access codes issued remain the property of the Parish.
 - 13A.2 Keys, fobs and access codes must not be copied, transferred or shared with any other person without the prior consent of the Hall Manager.
 - 13A.3 Lost keys or security devices may result in the Hirer being liable for the cost of replacement and, where necessary, the cost of changing locks or security codes.
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14. Fire Safety and Emergencies

- 14.1 Fire exits must remain clear and unobstructed at all times.
 - 14.2 The maximum occupancy of St Elizabeth Hall is **120 persons** and must not be exceeded.
 - 14.3 All accidents, incidents and damage must be reported immediately to the Hall Manager.
 - 14.4 Hirers must familiarise themselves with emergency exits and evacuation procedures before the event commences.
 - 14.5 Fire doors must not be propped open or obstructed.
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15. Safeguarding

15.1 Any activity involving children, young people or vulnerable adults must comply with all safeguarding legislation and guidance.

15.2 Hirers are responsible for ensuring that appropriate DBS checks, safeguarding procedures and supervision arrangements are in place where required.

15.3 The Parish reserves the right to request evidence of safeguarding arrangements.

15.4 Hirers shall comply with the safeguarding policies of Clifton Diocese where applicable.

SECTION 4

16. Cleaning and Leaving the Hall

16.1 The Hall must be left clean, tidy and secure.

16.2 Tables, chairs and equipment must be returned to their original positions.

16.3 Kitchen facilities and equipment must be cleaned after use.

16.4 All lights must be switched off, windows closed and doors secured when leaving the premises.

16.5 Additional cleaning costs may be deducted from the security deposit if the Hall is not left in the condition in which it was found.

16.6 All tables and chairs should be wiped clean and stacked in accordance with the instructions displayed within the Hall.

17. Waste Disposal

17.1 All rubbish generated during the hire period must be placed in the blue wheelie bin marked **“St Elizabeth Hall Waste.”**

17.2 Waste must not be left inside the Hall, outside the building, or in neighbouring bins.

17.3 Any costs incurred by the Parish in removing waste left behind may be deducted from the security deposit.

17.4 Excess waste must be removed from the premises by the Hirer.

18. Noise and Music

18.1 The Hirer must ensure that noise levels, including music and amplified sound, are kept to a reasonable level and do not cause nuisance to neighbouring properties.

18.2 Music and entertainment should cease promptly at the agreed finishing time.

18.3 The Hall Manager reserves the right to require noise levels to be reduced if complaints are received.

18.4 Doors and windows should be kept closed when amplified music is being played, so far as is reasonably practicable, in order to minimise disturbance to neighbouring properties.

19. Lost Property

19.1 The Parish accepts no responsibility for personal belongings left on the premises.

19.2 Items found after an event will normally be retained for up to 28 days and may then be disposed of or donated if unclaimed.

19A. Data Protection

19A.1 Personal information supplied in connection with a booking will be used solely for the administration and management of hall hire and will be processed in accordance with applicable data protection legislation.

19A.2 Personal information will not be disclosed to third parties except where required by law or for the proper administration of the booking.

20. Cancellation

20.1 Cancellations made more than three days before the booking will normally receive a full refund.

20.2 Cancellations made within three days of the booking may result in forfeiture of the security deposit and/or the full hire fee at the discretion of the Parish.

20.3 If the Parish cancels a booking, all monies paid will be refunded in full.

21. Right to Refuse Bookings

St Elizabeth Hall and the Parish reserve the right to refuse, decline or cancel any booking where it is considered that the proposed use may be inappropriate, unsafe, unlawful, contrary to the aims and values of the Parish, or likely to cause damage to the premises or disturbance to others.

EMERGENCY CONTACT

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Clifton Diocese

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