

St John's Hall

Churchfields, Hertford SG13 8AE

Terms and Conditions of Hire

1. Payment for hire must be made one month prior to the date for which the hall has been booked.
2. The right is reserved to require a deposit at the time the booking is made.
3. Entry to the hall will be at the time agreed at time of booking and not before. The hall will be tidied, secured and vacated at the time agreed.
4. The Hirer is not to sublet the hall or transfer the letting to any other body or person.
5. **Four (4) responsible adults (over 21) must be present at all times during the hours of hire.**
6. The Hirer may give written notice to the Hall Manager of his desire to surrender a letting not less than 21 days prior to the event. If cancellation takes place within 21 days of the hiring, the deposit will be forfeited.
7. The St John's Hall Committee is not responsible for any damage to, or loss of, any articles on the premises or grounds by the Hirer or anyone else attending any event, or for any costs, charges or claims in respect of injury to any person whether using the hall, car park or within the grounds or present during or attending in connection with the letting.
8. **Nothing of any kind may be fixed or attached in any way to any part of the premises without written permission from the Hall Manager.**
9. Under no circumstances should any person tamper with electrical wiring, heating or water appliances and fixtures.
10. Emergency lighting must not be tampered with and fire door crash bars must remain fully operational and clear.
11. Smoking is prohibited in the hall at any time, as is the use of illegal or dangerous substances.
12. The Hirer will be held responsible for any loss or damage to any part of the building, fixtures and fittings, and for the replacement of any broken crockery, furniture etc.
13. All entertainments etc. are to be conducted with due propriety and the hall vacated by the time agreed on the booking form.
14. The St John's Hall Committee has the power to terminate any arrangement made for hiring by returning the deposit/fee paid to the Hirer or their representative.
15. The Hirer may not permit anything to be done that may cause annoyance to any other occupant of the building, or any adjacent premises not included in the hiring.
16. The Hirer is to ensure that no person trespasses on any part of the premises not included in the hire.

17. Should any questionable conduct occur, or any of the Terms and Conditions of Hire not be met the St John's Hall Committee shall have the power to cancel any future arrangements with that particular Hirer, and it is not to be held responsible for any damage or expenses Incurred by the Hirer beyond the amount made in respect of the cancelled letting.
18. If the premises are hired for any purpose that gives rise to pay "Entertainment Duty", the Hirer must pay the correct duty or obtain a "Certificate of Exemption" which must be exhibited at the main entrance before the commencement of the performance.
- 19. No alcohol to be consumed by under 18s, either in the hall or within the grounds.**
20. No excisable liquor shall be sold on the premises unless a licence to do so has been obtained by the Hirer.
21. All bottles must be removed from the premises at the end of the event; they must not be left in or around the rubbish bins for disposal.
22. The main entrance/exit and the fire exits must be kept clear at all times.
23. The Hirer is to be responsible for ensuring that all reasonable requests of the Hall Manager are carried out immediately, in particular regarding the maintaining of order, obstruction of gangways, and taking precautions against fire.
- 24. The signing of the booking application term shall be deemed to be acceptance of these Terms and Conditions of Hire.**
25. The St John's Hall Committee is to have the right of entry to all meetings, events and entertainments etc.
- 26. The Hirer shall ensure at the end of the hiring that all areas of the hall are left in a clean and tidy state. The fridge shall be emptied and left clean. The hall will be swept, the bins emptied and rubbish removed from the premises.**
27. On leaving the hall, all taps will be turned off, lights switched off, windows secured and all doors secured and locked.
28. No functions will be held on Good Friday, Easter Monday, Christmas Day or Boxing Day, The church has priority over all bookings.
29. The hall will not be available for hire for teenage parties.
- 30. The Caretaker will be present at the stated time to open up the Hall. The hirer must ensure that they arrive on time. If for any reason this is not possible, they should immediately contact the Hall Administrator on 07415 436277.**