



## **Conditions of Room Hire**

Hirers who wish to hire the facilities of St Peter's Church are required to do so under the conditions set out below.

### **A. Bookings**

1. Hirers wishing to make a confirmed booking should complete, sign and return the booking form and return to: [hello@stpetersbramley.org.uk](mailto:hello@stpetersbramley.org.uk).
2. Arrangements to view St Peter's can be made by phoning 0113 257 8590, 9am-1pm, Monday to Thursday
- 3a. Payment for one off booking must be paid in full 10 days prior to the event, via the bank details at the bottom of the booking form.
- 3b. Payment for regular bookings must be paid 7 days following the invoice. Invoices are raised at the end of each month.
4. Church has priority over bookings and we will give you as much notice as possible.

### **B. Health & Safety**

1. Hirers must ensure that full supervision is provided during lettings and that proper risk assessments have been carried out where necessary. St Peter's Church, Bramley Parish will not be responsible for any claims which may arise as a result of negligence on the part of hirers.
2. Hirers should ensure that the premises are not left unattended at any time.
3. Hirers must provide their own adequate first aid cover. Following the event of an accident, accidents must be reported to St Peter's. You can do this in person or by emailing [hello@stpetersbramley.org.uk](mailto:hello@stpetersbramley.org.uk) with the details of the accident.
4. All fire exits should be kept clear at all times.
5. Any electrical equipment brought onto the premises by the hirer must be PAT tested.
6. Organisers of activities for children and young people must have in place adequate child protection policies and should ensure that young people under 18 are supervised at all times.
7. In the event of an emergency please contact emergency services and contact us on the hall bookings mobile as soon as safely possible.
7. St Peter's Church has a NO SMOKING Policy. Please note smoking is prohibited in the grounds of the Church and inside the building.

### **C. General Conditions**

1. The minimum hiring time is 2 hours.
2. The first person can access the building 15 minutes prior to the beginning of the booking period. The last person must leave the building 15 minutes after the booking period. Please include preparation and clearing up time in your booking. If you require earlier access or a later departure, this will be charged by each extra 30 minutes and must be arranged at the time of booking. The building will be open and closed by the Hall Bookings Coordinator.

3. Only the accommodation requested may be used. If other accommodation or equipment is used a charge will be levied.
4. Hirers must ensure that premises and grounds are left in a clean and tidy state after their use, that all litter is removed and where items of furniture or equipment have been moved they are put back in position. Any kitchen equipment used must be cleaned and put away.
5. No booking shall extend beyond 11.00pm on Weekdays and 6pm on Saturdays. Bookings will not generally be taken for Sundays.
6. Alcohol may be consumed but not sold on the premises. Gambling is not permitted.
7. Non Christian worship is not permitted.
8. If heating is required, this is organised in advance of the booking and will be included in the booking fee. It will be turned on 15 minutes prior to the start of your booking. Should extra heating be required, this will need to be negotiated and charged accordingly per hour.
9. Please be aware there may be other people using the Church building and also the kitchen. We would ask that you work safely and harmoniously around each other.
10. We request that no notices or posters are blue tacked or sellotaped to the walls of the Church building as well as no items to be hung from the ceiling tiles. Confetti is prohibited.

#### **D. Insurance and Damage**

1. St Peter's Church cannot accept responsibility for loss or damage to property within its buildings and grounds.
2. St Peter's Church has insurance cover for liabilities which it incurs as a result of lettings but personal accident insurance and any insurance for liabilities incurred by hirers are the responsibility of hirers themselves.
3. The hirer shall pay to St Peter's Church on demand the cost of reinstating or replacing any part of the premises or any property whatsoever belonging to the Church, in or upon the premises, which is damaged, destroyed, stolen or removed during the period of hiring, by the Hirer.

#### **E. Privacy Statement**

We have a Privacy Statement which you can find on our website. Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Rector, Rev Julia Wilkins. Email: [julia.wilkins@stpetersbramley.org.uk](mailto:julia.wilkins@stpetersbramley.org.uk)

#### **F. Cancellation**

1. In the event of a customer cancelling a booking, St Peter's Church reserves the right to charge the following costs:  
If the cancellation is made 3-7 days before the hire date you will be charged 50% of the fee;  
If the cancellation is made 2 days or fewer before the hire date, the full fee must be paid.
2. St Peter's Church reserves the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances.