

**ST JAMES CHURCH HALL, BEAR STREET, NAYLAND**  
**CONDITIONS FOR HIRING**

**Preamble.** Nayland and Wiston are privileged to have St James Church Hall as a community asset and it is important that we treat it with care and consideration and it is necessary to establish these conditions to ensure that it continues to remain in a good state of repair and to serve our community.

1. **Charges.** A deposit must be paid at the time of booking. Any hirer booking more than 3 months in advance will be liable to pay the charges applicable at the time of hire in the event of an increase.
2. **Deposit for damage.** A £10 deposit shall be paid if demanded at the time of hiring towards any damage or loss and any further costs for replacement or repair will be met by the hirer on demand.
3. **Care of Property.** The hirer is responsible to the Hall Management Committee for the conduct of all people on the premises. The hirer is responsible for any damage incurred. Please ensure that no stiletto heels damage the floor. The Hall Management Committee accepts no responsibility for loss or damage to articles brought onto the premises.
4. **Kitchen Point.** The Kitchen Point is available for preparing beverages and reheating precooked food in a microwave oven with crisp and grill facilities. Please take care to follow the instructions for the microwave carefully and please leave the area clean and tidy after use and take away all rubbish.
5. **Smoking.** The Hall is a no smoking area.
6. **Power.** Heating is run on a separate 'token' meter and paid for separately. Please ask the booking secretary for details. All other power uses including lighting are included in the hire charges so please do not waste it.
7. **Fixing things to Walls etc.** Nothing shall be hung or pinned, stuck or otherwise fixed to the building inside or out without the permission of the Management Committee. Please use the hooks provided for decorations only and keep all decorations well away from the wall heaters. No alterations or additions to the lighting, fixtures or decorations are permitted without the permission of the Management Committee.
8. **Fire precautions.** The toilet and main entrance doors are to be kept clear for emergency exit at all times. There must be a clear passage down the centre, or down both sides to the exit. (Fire Alarm – turn left out of the main door – the fire station and alarm are 100 yards on your right.)
9. **On Leaving the Hall.** The hirer is responsible for ensuring that the hall and all its equipment including the kitchen area and utensils are left in a clean and tidy condition and all the lighting is off. All 'brought in' equipment, food items and rubbish should be removed before leaving.
10. **Evening Functions.** No function should continue after 11.30pm without agreement from the Management Committee. Users are asked to have respect for the local inhabitants especially when leaving the hall at the end of the evening.

11. **Alcohol Licence.** The Hall is not licensed for the sale or supply of alcohol. Alcohol may be consumed in the Hall without a licence as long as it is not sold or included in the price of the ticket to the function. The hirer is responsible for obtaining a Temporary Event Notice (TEN) from Baburgh District Council and informing the Booking Secretary of the intention to provide alcohol. The hirer is to ensure that no alcohol is sold or consumed on the premises by under 18 year olds.
12. **Sale of Goods.** If goods are to be sold, details should be included in the application..
13. **Music and Dancing.** A licence is not required for private functions, and local organisation activities.
14. **Gaming.** The premises shall not be used for gambling or wagering other than that permitted under the Gaming Act 1968.
15. **Transferring and Sub-letting.** The Hirer shall not transfer or sub-let the hiring.
16. **Cancellation of Bookings.** In the event of the hirer cancelling the booking and no subsequent booking for that time being made the hire fee may not be returnable.
17. **Refusal of Bookings.** The Hall Management Committee reserves the right to refuse any booking without giving a reason and shall have the power at any time to cancel a letting by informing the hirer to that effect in writing. Any hiring charges already paid will be returned or a proportion in the event of an interruption to a series of lettings. The Hirer shall have no claim whatsoever against the Management Committee in respect of the letting or on account of the consequences of the cancellation.
18. **Management Committee's Rights.** The Church Hall Management Committee reserves the right to impose further conditions as may be considered necessary for any particular use of the Hall.

Updated 18 February 2006