

ST WINEFRIDE'S AND ST JOHN'S CHURCH HALLS

TERMS AND CONDITIONS OF HALL HIRE

To comply with fire regulations, St Winefride's has a capacity of 140 persons and St John's 85 persons.

We regret that we cannot accommodate 18th birthday parties, graduation parties as well as wedding and pre-wedding celebrations.

When using one of our Halls please be aware of the following Terms and Conditions:

It is a condition that the Hall will not be used, by any hirer, for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence.

- The person who books the Hall must be present during the whole of the booking to ensure the good behaviour of all guests.
- If there are any issues concerning cleanliness or breakages when you arrive, please take a photo and send it to us so that we know that you are not responsible.
- Please access the Hall only on the date and during the times stated on your booking form.
- St Winefride's Hall: If you wish to play music through a speaker system please ensure that it remains **below 80 decibels**. If the volume goes above this level the electrical supply to the sockets in the hall will cut out automatically. You can restore the connection by pressing the labelled reset button which is on the wall by the bar.
- Sound systems must be PAT-tested to comply with laws for electrical equipment in public buildings. If you intend to use your own sound equipment, proof of PAT-testing must be presented to the Parish Office before your function.
- **It is not permitted to play either live or recorded music outside the Hall.**
- **When music is played windows and doors must remain closed for the sake of our neighbours.**
- All children are the responsibility of their parents/guardians. There must be a suitable number of adults present to ensure effective and safe supervision of all children.
- St Winefride's: Children must not play on the stage.

- For safety reasons it is advised that children not play in the car park.
- St Winefride's Hall: Only one bouncy castle is allowed, it must have protective mats underneath and all proper safety measures must be taken by the operator. It is your responsibility to ensure the operator has the necessary insurance. A Bouncy Castle must be used inside of the Hall only.
- St Winefride's Hall: If you wish to sell alcohol, you must purchase a Temporary Events Notice from Bradford Council.
- St John's: Parish volunteers can run the bar during an event for an additional cost of £40. Alcohol cannot be sold otherwise.
- St Winefride's Hall and St John's Hall: You can supply your own alcohol, providing it is not for sale.
- **Alcohol must not be consumed by any person under the age of 18 years.**
- All cooking and food warming equipment must be kept in the kitchen.
- All items of clothing and personal possessions are left on the premises at owners' risk.
- Furniture may be rearranged by hirers but it must be returned to its original position before you leave the premises.
- If furniture is being moved **please lift and not drag** so that the floor is not damaged.
- Confetti of any kind, including glitter and glitter paper is not permitted inside the Hall and on the car park.
- Chemicals, dyes (henna), **fireworks, and sparklers are not permitted inside or outside the Hall.**
- Sweets, chewing gum or other substances must be picked up and cleared from floors and all furniture.
- Nothing should be fixed to the walls or doors or on the stage. This will damage the paintwork. You can hang decorations from the hooks on the upper skirting board around the hall.
- Nothing should be removed from the walls. This including Crucifixes and Holy pictures.
- **Fire doors/exits must not be used except as a means of escape in an emergency. Fire doors/exits must be kept clear of obstruction at all times.**
- Please bring sufficient bin bags with you to accommodate all your rubbish. All rubbish must be removed from the Hall after the event and placed in the large commercial bin in the car park.

- Please wash up any Hall equipment you have used and return it to the cupboards.
- Please bring your own tea towels and take them home.
- The Hall, the kitchen and the toilets must be left in a clean and tidy condition.
- Brushes and a dustpan and a mop and bucket are available in both halls. All the spillages must be cleaned before you leave.
- All the balloons must be removed either by bursting or taking them home after the booking.
- Do not pour any food or oils down the kitchen and bathrooms drains.
- Smoking and vaping is not permitted inside the Hall.
- The Hall must be fully secured after use and the keys returned to the office in the envelope provided, directly after the party, through the Parish Office letterbox.
- **Alcohol should cease to be served and music turned off at 10.30pm.**
- **The Hall must be vacated by 11.00pm.**
- **Cancellation**

Cancellation fees will be charged as follows:

Cancellation within 28 days of hire date -25% deposit

Cancellation within 14 day of the hire date -50% deposit

Cancellation less than 48 hours before of the hire date will forfeit the whole deposit.

The Parish Priest reserves the right to cancel a booking by written notice to the Hirer in the event of:

The Premises becoming unfit for the intended use by the Hirer;

An emergency requiring use of the Premises as a shelter for the victims of flooding, snowstorm, fire, explosion or people at risk of those or similar disasters.

The hire fee and deposit will be refunded in the event of cancellation by the Parish Priest on above stated occasions.

The parish Priest also reserve the right to cancel the booking if the Parish need to use the Hall for an important Pastoral event. Again the hire fee will be fully refunded in the event of such a purpose.

The Parish Priest also reserves the right to cancel the booking in the event of his reasonably considering that the hiring may be in breach of the Hire Agreement, the Conditions of Hire or any legal or statutory requirements. He might also cancel subsequent bookings by same hirer. In this circumstances no refund will be given.

The Parish reserves the right to close the event immediately if terms and conditions are not adhered to. In such circumstances no refund will be given. In all cases, the Parish Priest, Parish and /or Diocesan Trust shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

- In the interest of clarity Hall Hirers may wish to know what deductions of deposit will be made if the terms of the contract are breached.
 - * Keys not returned directly after the booking: -£50
 - * Hall not properly swept: -£25
 - * Untidy toilets: -£25
 - * Untidy kitchen (surfaces not cleaned, floors not swept; cutlery and plates and pans not put away; food left in the fridge): up to -£50
 - * Bins not emptied: -£25
 - * Music played after 10.30pm: -£100
 - * Remaining in the Hall/Hall grounds after 11pm: -£100
 - * Hall not locked properly: -£50
 - * Doors and/or windows remaining open when music is played: -£50
 - * Tables and chairs not stacked away: -£25
 - * Entering the Hall before or departing after agreed hire period: -£50
 - * Displaying fireworks (and/or any other flammable, loud explosives): -£200