

20. **Keys:**
Please contact Mrs Pauline Howard, 2 Castle Cottage, Newport Road, Stafford.
Telephone: 01785 214676.

PLEASE NOTE

The PCC reserves the right to cancel any hiring in the event of the Hall being required for use by Castle Church or as a polling station for a local Government or Parliamentary Election; in which case the hirer would be entitled to a full refund of the deposit/fee.

The facilities at Castle Church are run by volunteers and we are there to assist in anyway we can, but any abuse, verbal or otherwise is unacceptable and may lead to immediate cancellation of the booking.



Sharing the love of God through our common faith and life in Jesus

**CASTLE CHURCH HALL AND THE BARN
REGULATIONS FOR LETTING
AND RULES FOR USE**

Contacts:

Administrator 01785 241894

Website www.castlechurch.org.uk

Email admin@castlechurch.org.uk

**Castle Church Hall and the Barn
Newport Road
Stafford
ST16 1DP**

**All booking arrangements must be made through the Church Administrator
Castle Church Office, Castle Church Hall, Newport Road Stafford ST16 1DP**

All bookings are at the discretion of the PCC and they reserve the right to refuse an application without giving reason. In the use of the premises you make yourself responsible for ensuring the safety of all children that use the premises during the hiring, and you agree to take proper steps to prevent the occurrence of any injury, loss, damage or harm to children or other vulnerable people in the course of the hiring.

1. All hirers and guarantors must be at least 25 years of age. The hirer may not sub-let the premises to other individuals or groups.

2. **Cost of Hire / Balance:**

Please see **Booking Form** on separate sheet.
Balance to be paid one month prior to event. Payment by cheque only made payable to "Castle Church PCC"

3. **Security Deposit:**

A Security Deposit of £50.00 (a cheque made payable to "Castle Church PCC") will be required from all hirers. If the Hall/Barn is left undamaged and in a tidy condition (with tables and chairs as found, and all litter removed) the Security Deposit will be returned in full. **If the Hall/Barn is not left as found, some or all of the deposit will be deducted to pay for returning the Hall/Barn to the condition prior to the hiring.**

4. **Hours:**

Permitted opening hours are set by law and must be strictly adhered to:

Monday - Friday 9.00am - 11.00pm

Saturday 9.00am - 6pm

Christmas Day and Good Friday are **Not** available for public entertainment.

Sundays by special arrangement.

The Hall/Barn **Must** be vacated by these times and left in a clean and tidy condition.

The hire of the Hall/Barn includes 15 minutes on either side of the event/session for setting up/clearing away. If further time is required this will be charged pro rata of the hourly rate. **It is expected that hirers set up the room to their own requirements, and clear away afterwards. If you require the Hall or Barn to be set up for you, please submit a plan and note that there will be a charge of £15 for setting up and clearing away.**

5. **Confirmation of Booking:**

A booking cannot be considered firm until the completed **Booking Form** is returned to Castle Church and a Security Deposit of £50.00 enclosed.

6. **Car Parking:**

Cars can be parked on the Hall's Car Park at the owners risk. **Please be aware that there may be other hirers using the facilities at the same time and considerate parking would be appreciated.**

7. **Insurance:**

We strongly advise hirers to **insure against accidents** in or to the Hall/Barn. Castle Church does not accept any responsibility for any accident incurred during the hiring.

8. **Music and Dancing:**

The Hall/Barn is licensed for Music and Dancing. All music royalties are included in the hire charge. Discos not associated with a party are not permitted except when organised and run by an affiliated organisation.

9. **Drinks Licence:**

The Halls/Barn are **NOT** licensed in its own right to serve alcoholic beverages. However, there are a limited number of events that can be arranged each year. Mobile bars may be hired from appropriate sources, and a temporary licence **MUST** be obtained. The licence holder is responsible for the display of the licence to run the bar showing an up to date price list.
NO ALCOHOL will be allowed on the premises at any function for under 18 year olds.

10. **Hall Decoration:**

The surfaces of the Halls/Barn and fittings, except noticeboards and stage battens are not to be pierced or blemished. Drawing pins, sellotape, and BluTak are **NOT** to be used.

11. The maximum number of people permitted in the Hall is 100 persons seated and 180 not seated. The Barn will accommodate 30 seated and 50 unseated.

12. **Noise and Behaviour:**

The hirer must do the best of his or her ability to maintain and keep good order and decent behaviour in the Hall/Barn and grounds. Hirers must not permit any lewd, obscene or indecent performance to take place nor allow any indecent poster, advertisement, file photograph or programme to be displayed or shown therein. Steps must be taken to ensure that the level of noise emanating from the Hall/Barn or caused when people leave the Hall/Barn late at night is such as not to disturb the neighbours.

13. **Safety Regulations:**

Any sound or lighting brought into the Hall/Barn for entertainment purposes must be safe for use and properly maintained.
The electricity supply is circuit breaker protected, and will trip if faulty equipment is used.

14. **Use of Hall Equipment:**

Hirers should note that when hiring the Halls/Barn, apart from the tables and chairs no other equipment must be used.
Other items are the private property of organisations using the Hall/Barn regularly.

15. **Damage to Polished Floor (Hall):**

If the polished floor is spoilt or damaged by unnecessary wetting then the cost of the reinstatement will be charged to the hirer. Spilt drinks must be immediately and carefully mopped ensuring that the "Wet Floor" signs are placed appropriately (these can be found in the cupboard in the Ladies toilet). Chewing gum must not be deposited anywhere in the Hall/Barn, please use the waste bin.

16. **Health & Safety:**

Fire:

Please take note of the fire precautions pinned to the noticeboards.

Accidents:

All accidents must be reported in the Accident book (next to First Aid kit in the disabled toilet and in the cupboard in the Barn) and signed by a witness.

First Aid Boxes:

These can be found in the Kitchens, the Disabled toilet and in the cupboard under the sink unit in the Barn.

Hirers are responsible for ensuring that all Health & Safety Procedures are in place for the event/session.

17. **The Kitchen:**

Hirers are asked to respect the equipment and make sure they leave the kitchen as they would like to find it. Do not leave anything of yours behind in the kitchen. Please report any breakages whatsoever to the booking Secretary.
Remember to turn off anything you may have switched on before you leave the kitchen.

18. **Cleaning of Premises:**

The Hall/Barn/Kitchen/Foyer should all be swept clean of any rubbish. All cleaning equipment, brushes etc can be found in the ladies toilet, please ensure that they are returned.
Please remove all recyclable material from the site as we have limited facilities for recycling. All excess rubbish that cannot be properly deposited in the bins **MUST** also be removed from the site.

19. **Cancellation:**

At a late date (three working days or less) will result in 50% of the Security Deposit not being returned.