



## Venue information: Parish Hall

### Facilities

The large Parish Hall has a capacity of 60. The Hall measures approximately 17 × 10 m (55 × 33 ft) with a ceiling height of 3.4 m (11 ft). There is a platform at the south end that can be used as a stage measuring 7.5 × 2 × 0.3 m (25 × 6 × 1 ft). There is an electrical point in the floor for a projector connection and there are plenty of electrical sockets on each of the walls. On the east side of the hall are three glass doors leading onto a patio and grassed area. There is a kitchen next door to the hall with a serving hatch into the main hall area. The kitchen is equipped with oven, dishwasher, and basic utensils. There is access for wheelchairs from the Eaton Road side entrance. There are male and female toilets in the building, and an accessible toilet with baby changing facilities.

### Equipment included with hire

Use of the kitchen, chairs and tables is included. A grand piano is available in the hall.

### Prices

The Parish Hall is available for hire at the following rates:

Parish Hall	1 hour	£ 18.00
	2 hours	£ 36.00
	3 hours	£ 48.00
	4 hours	£ 56.00
Day rate (up to 8 hours)		£ 76.00
Refundable bond		£ 30.00

For ongoing bookings, you will need to pay a month's fees in advance. A refundable bond is required for all bookings. It will be returned to you after hire provided that keys are returned and the hall is left clean, tidy and undamaged.

The period 1:00–6:00 pm at weekends is reserved for parties and the Parish Hall is not available for regular ongoing hire at these times.

### Important information

Please read the attached terms and conditions of hire carefully. The terms and conditions take precedence over any other information provided on this page. The following helpful tips are intended as a guide:

- Parking is not guaranteed, and may not be available at the time(s) you have requested.
- You will need to allow part of the time you have booked for setup and cleaning of the hall and any toilets used at the end of your booking. This includes sweeping the floor, cleaning the kitchen, and storing any furniture used.
- Please double-check that chairs are stored on the chair rack the right way around.
- There is limited storage space available – please ask us before storing any items in the store room.
- Any changes to bookings need to be made in writing (including e-mail) at least 28 days in advance, or you may forfeit the fees and/or bond for your first booking period.



ALL SAINTS  
Living Faith in Hove

## Application for Hire: Parish Hall

1	Name of hirer	<input type="text"/>
2	Contact name <i>If hirer is a company or institution</i>	<input type="text"/>
3	Address	<input type="text"/>
4	E-mail address	<input type="text"/>
5	Contact phone number	<input type="text"/>
6	Description of hire purpose <i>Please be specific, and include the title of your event, if appropriate</i>	<input type="text"/>
7	Cost of admission	<input type="text"/>
8	Expected number of attendees	<input type="checkbox"/> 0-19 <input type="checkbox"/> 20-39 <input type="checkbox"/> 40-60
9	Do you wish to serve alcohol?	<input type="checkbox"/> No <input type="checkbox"/> Yes
10	Hire period(s) <i>Please specify date(s) or hire pattern, and start and end time(s)</i>	<input type="text"/>
11	Times guests/public admitted <i>Please specify start and end time</i>	<input type="text"/>
12	Parking/loading space required? <i>Please provide details, including timing and vehicle information, and any deliveries being made during the hire period</i>	<input type="text"/>
13	Sort code and account number <i>For return of bond</i>	<input type="text"/>

## Declaration

I have read and consent to the Terms and Conditions of Hire, and declare that all information provided in this form is true and correct.

20 Signed

21 Date

Please return this completed form to All Saints Hove Parish Office, The Vicarage, Wilbury Road, Hove, BN3 3PB, or send via e-mail (office@allsaintshove.org). We will be in touch if we need any further information. We will then send you an invoice requesting payment to confirm your booking.

### Office use only

TEN approved

Key collected

Bond received

Key returned

Bond returned



## Terms and Conditions of Hire

- Definitions.** For the purposes of this contract, 'All Saints Hove' means the Parochial Parish Council of the Ecclesiastical Parish of Hove, The Drive, Hove, BN3 3QE [registered charity No. 1134601] and/or Hove Parish Church Hall (Ralli Memorial) [registered charity No. 250184], both of which may be contacted via the Parish Administrator or other authorised representative (c/- Parish Office, The Vicarage, Wilbury Road, Hove, BN3 3PB; office@allsaintshove.org); the 'hirer' is the individual, company, or organisation shown on the hire application; the 'premises' comprises all buildings and grounds managed by All Saints Hove that are agreed for use by the hirer.
- Age of hirer.** The hirer (or where the applicant is signing the contract of hire on behalf of an organisation, that organisation's authorised representative) must be at least 18 years of age.
- Hire purpose.** The hirer may only use the premises for the purpose shown on the application form and approved by All Saints Hove. The hirer will ensure the number of people using the premises does not exceed the maximum number of persons stated in the hire agreement. The hirer shall not sub-let the premises. The hirer shall not use, or allow to be used, the premises for any unlawful purpose or in any unlawful way. The hirer is required to ensure that good order is kept in the premises and its environs at all times during the period of hire. All Saints Hove reserves the right to halt any function not properly conducted.
- Confirmation of booking and payment.** A fully completed hire application, payment (including bond) and proof of any necessary insurance and licence(s) must be lodged at the offices of All Saints Hove before a booking will be confirmed. All Saints Hove reserves the right to refuse an application for hire without giving any reason and also to offer concessions for hire in particular circumstances. The premises are not available for 18th or 21st birthday parties. Payment of hire fees (including bond) is required in full no later than 14 days prior to use of the premises. Additionally, for ongoing bookings, one month's fees are to be paid in advance. If payment is not received 14 days prior to the first booking date then the booking(s) may be cancelled. We do not accept cash payments.
- Bond.** All bookings require a bond as a guarantee that the premises and its fixtures and fittings will be left clean and tidy and in an undamaged condition. If the premises are found in an untidy or damaged condition, it is the hirer's responsibility to report such condition to All Saints Hove prior to use of the premises. Any failure of equipment, or damage to the premises or its fixtures and fittings must also be reported as soon as possible. The bond will be refunded in full after the last scheduled hire period by BACS, provided that no additional charges were incurred during hire of the premises. Bonds may be held by All Saints Hove until any assessments of damage are made. If the damage exceeds the amount of the bond, the hirer will be invoiced and this will be a debt due and owing to All Saints Hove.
- Smoking.** Smoking is not permitted within the premises or its immediate grounds.
- Security.** The hirer is responsible for the security of the premises and persons in it during the hire period. The hirer shall ensure that only authorised persons are allowed access to the premises. The hirer is responsible for the orderly and safe admission and departure of all guests and the efficient supervision of the premises during the function. Proof of identification is required for collection of keys, key storage box combinations, and alarm codes, if required. If this information is to be collected by a third party, written authority from the hirer is required. The hirer is responsible for the key. Loss of key(s) must be reported to All Saints Hove as soon as possible. The cost to replace key(s) will be deducted from the bond. Where key storage box combinations or alarm codes are provided, key(s) are to be left in the key storage box and the alarm system must be armed. Failure to secure the premises may result in further charges. The hirer is advised to have access to a mobile phone. There is no phone available at the premises. It is the hirer's responsibility to contact All Saints Hove and arrange to collect a key. The hirer must agree to return the key after use of the premises, as instructed by All Saints Hove. All windows must be closed and all doors locked prior to departure from the premises.
- Access and hire period.** The hire period must include any time required for setting up and cleaning. The hirer's guests and members of the public are required to vacate the premises by 10:00pm unless otherwise agreed in writing. Access to the premises will only be available during the hire period, and any items required by the hirer may only be delivered to and removed from the premises within the hire period. The hirer is required to remove all items from the premises including items hired from outside companies, personal items, leftover food and flowers by the end of each hire period unless specific arrangements have been made in writing. Items not removed may be disposed of at the hirer's expense. Use of the premises in excess of the agreed time may incur additional charges. All Saints Hove and its staff are permitted access to the premises at any time, if the need arises, without prior notice to the hirer.
- Parking.** Limited parking space may be made available to the hirer during the hire period at the discretion of All Saints Hove. Parking on the pavement at the west end of the church is prohibited at all times; the hirer is responsible for informing guests and third parties delivering items to the premises of this restriction and taking all reasonable steps to ensure compliance.
- Cleaning.** The hirer must leave the premises in a clean and tidy condition. A charge for extra cleaning, if it is required, will be deducted from the bond. Cleaning includes:
  - removal of all rubbish and waste from the premises;
  - washing all food service equipment (if used);
  - wiping all horizontal surfaces in the kitchen (if used);
  - checking and cleaning toilets (if necessary);
  - sweeping, mopping, or vacuuming all floors as appropriate;
  - ensuring all floors are left in a safe and dry condition;
  - properly stacking and storing all chairs and tables where they were found or in the designated storage area; and
  - any further acts deemed necessary by All Saints Hove to restore the premises and its contents, fixtures and fittings to their pre-hire condition.
- Licences.** The hirer is responsible for obtaining any and all necessary licences in connection with activities taking place during the hire period, including, but not limited to, the consumption of alcohol, the performance or recording of music, and temporary event notices. The hirer must produce evidence of such licences prior to the hire period if requested by All Saints Hove.
- Noise.** The hirer will take all necessary steps to ensure that music and/or noise emitted from the premises does not cause annoyance to nearby residents. This can be done by ensuring doors and windows are closed, recorded music is played at a reasonable volume, and taking reasonable steps to ensure that those attending the premises leave quietly and do not congregate in the immediate vicinity of the premises. All Saints Hove endorses the practice of notifying nearby residents prior to an event that may cause noise issues. The hirer is responsible for any noise nuisance arising from use of the premises and is liable for any fines that may be imposed as a result of noise complaints. Parish Hall fire escape doors into the adjoining garden must not be left open while the premises are in use.
- Use of furniture and equipment.** All furniture and equipment is to remain inside the premises. Furniture in the church is not to be moved without prior written permission, and must be returned to its original position at the conclusion of every hire period. To protect furniture and the floor, furniture must be lifted, and not dragged.
- Fixing of decorations.** Decorations are not to be hung from lights or the ceiling, and the driving of nails, tacks or screws into any part of the building or the use of adhesive tape or Blu-tac is prohibited.

15. **Use of the Garden.** The garden adjoining the Parish Hall may not be used after 8:00pm. No fireworks are to be let off and no barbecues are to be operated in the garden, and the sand pit and toys in the garden must not be used.
16. **Storage.** If the hirer has written permission to store items at the premises, the hirer must ensure that it is stored safely and tidily so that it does not constitute a fire risk or any other hazard, and must remove stored equipment promptly when requested to do so. All equipment is left at the hirer's own risk and All Saints Hove cannot be held responsible for damage to any stored items.
17. **Fire safety.** The hirer shall ensure that there are no fire hazards or other hazards jeopardising the safety of any person or which could cause damage to the premises or surrounding buildings. The hirer shall ensure that fire safety doors are not wedged open, that all emergency exit doors from the premises are kept unfastened (except where crash bars are fitted) and exit routes are unobstructed during the hire period. Flammable substances and decorations of a combustible nature (e.g. polystyrene, cotton wool) shall not be brought into or used in any portion on the premises. The hirer shall ensure that responsible persons are instructed and available at all times to operate fire alarm system(s) and fire extinguisher(s) where fitted, and to conduct an evacuation procedure should the need arise. The hirer must inform All Saints Hove if it becomes apparent that any fire extinguishers have been used, whether deliberately or accidentally. No heating equipment of any description is allowed on the premises. Heating in the Church must not be altered without written permission from All Saints Hove.
18. **Electrical safety.** The hirer will not bring into, set up in, or attach to the premises or surrounding buildings any electrical appliances or lights, nor make any extensions to the electrical installations of the premises, without prior written consent of All Saints Hove. Any such additions must be made safe in all aspects. The hirer shall ensure that any electrical appliances brought by them to the premises or surrounding buildings and used there shall be safe, in good working order, and used in a safe manner in accordance with the *Electricity at Work Regulations 1989*. The hirer will ensure that all lights, heating, and electrical appliances are turned off at the completion of the hire period.
19. **Food and drinks.** If food is to be prepared or served and/or if the kitchen is to be used, the hirer is responsible for all appropriate Health and Safety practices under the *Food Safety Act 1990* and any subsequent related regulations. If caterers are employed, caterers' names and addresses must be supplied if requested.
20. **Reporting incidents.** The hirer must report all incidents involving injury to the public to All Saints Hove as soon as possible and complete details in the accident register available upon request. Certain types of accident or injury must be reported to the local authority in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*. The hirer should familiarise themselves with these regulations.
21. **Promotion.** The sale of tickets, advertising, and promotion of any events relating to this agreement are the responsibility of the hirer.
22. **Protection of children.** The hirer is required to ensure that appropriate measures are in place to protect any children at the premises during the hire period, by taking all reasonable steps to ensure compliance with all appropriate children's statutes and child protection guidelines, and to prevent the occurrence of any injury, loss, damage, or harm.
23. **Insurance.** The hirer shall ensure that adequate insurance cover is in place to insure the hirer, members of the hirer's organisation, invitees and any third party against all claims arising in the course of hire. The hirer shall produce the policy and current receipt or other evidence of cover upon request.
24. **Termination and alterations.** The hirer is required to give no less than 28 days notice of changes to the hire period. Cancellation may only be effected by notice in writing (including e-mail). If the hirer cancels any hire period less than 28 days prior to commencement of the hire period, the bond and booking fees for that hire period will be forfeited to All Saints Hove. Breach of these terms and conditions will result in immediate termination of the hire agreement. If the hire agreement is terminated because it becomes apparent that the event is contrary to the information disclosed on the booking form or for breach of these terms and conditions, any hire fees and/or bonds paid will be forfeited to All Saints Hove. All Saints Hove reserves the right to cancel any hire agreement at any time.
25. **Indemnity.** The hirer indemnifies and agrees to keep indemnified and hold harmless the Church of England and all its subsidiaries, and All Saints Hove and its employees, volunteers, agents and invitees against any claims, losses, actions, demands, proceedings and liabilities whatsoever resulting from any personal injury, death, damage to property, caused by or arising from the use of the premises or any equipment used during the hiring, caused directly or indirectly by any act or omission of the hirer, the storage of equipment belonging to the hirer, or any other person directly or indirectly associated with the hirer's use of the premises, or by the hirer's failure to comply with these terms and conditions of hire. All Saints Hove shall not be liable for any loss due to failure in supply of electricity, gas, leakage of water or fire, Government restriction or Act of God, or the termination of this contract which may cause the premises to be closed or the hire period to be interrupted or cancelled.
26. **Limitations.** This contract constitutes permission only to use the premises for the hire period(s) specified on the hire agreement and confers no tenancy or other right of occupation on the hirer.