

ANN TOWNEND CHARITY  
REGISTRATION No 1019142

ANN TOWNEND HALL

CONDITIONS OF HIRE

This Charity is registered with the Charity Commission and exists primarily to provide a Sunday School according to the Doctrines of the Church of England for children within the parish of Twynning. The Scheme which governs the Charity allows the Trustees discretion to use the property for other purposes. This may include other religious and charitable work of the Church such as work among children of the parish, Church gatherings, educational lettings for adults, occasional small social events

STANDARD CONDITIONS OF HIRE

1. THE HIRER will during the period of the hiring be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity including proper supervision of parking arrangements so as to avoid obstruction of the highway and access.

2. THE HIRER shall be responsible for the evacuation of the building in the event of a fire. Wheelchair users must evacuate the Hall via the front entrance. Calling the fire brigade quoting the post code GL20 6DA and informing the Chairman or Secretary of the Management Trustees of the incident. The assembly area for the Hall is adjacent to the post box and the village notice board.

Contact Telephone Numbers are 01684 295352 - 01684 294325 - 01684 293561

3. THE HIRER shall not sublet or use the premises for any unlawful purpose or in any unlawful way nor to do anything to bring onto the premises anything which may endanger the same, or any insurance policies in respect thereof, nor to allow the consumption of alcoholic liquor thereon without written permission.

4. THE HIRER shall indemnify the Trustees for the cost of repair of any damage done to any part of the property, including the curtilage thereof, or the contents of the buildings, which may occur during the period of the hiring, as the result of the hiring.

5. AT THE END of the hiring, the HIRER shall be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from the usual positions properly replaced. otherwise the Trustees shall be at liberty to make an Additional Charge.

6. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Trustees shall not be liable to the Hirer for any loss or damage.

SCHEDULE OF SPECIAL CONDITIONS

1. THE HIRER shall sign a booking form to indicate they have read the conditions of hire and will abide with them. The Booking Form will indicate when the Hall is available to the Hirer and the maximum number of people permitted into the Hall as determined by the current Fire Regulations. The Hall will only be let until midnight for any event.

2. THE TRUSTEES require the Hirer to pay a deposit when they sign the booking form.

3. HIRING CHARGES will be as set out by the Trustees and reviewed annually.

4 THE HIRER is responsible for the Hall from the time the key is collected until it is returned. They are also responsible for the safe return of the key.

5. ACCESS to the Hall is only permitted for the times booked.

**EQUIPMENT** may be stored by prior arrangement with the Trustees.

7. **HEATING** is controlled by a programmed boiler. Temperature is regulated by a radio controlled thermostat in the main hall. Fine adjustments of heating can be made by altering the settings of the thermostats on the radiators 1 – 5 by rotating the control knob. The basic setting is set at 5. On no account should the controls on the boiler be tampered with, or the supply to the boiler switched off.

8. **THE TRUSTEES** cannot accept any liability for loss or damage to property belonging to the Hirers.

9. **INSURANCE** is a matter for each Hirer.

10. **HIRERS** must ensure that no damage is done to the Hall. No sellotape or drawing pins can be used to stick posters to walls or doors. No activities can be mounted which may damage the Hall. (eg. Ball games)

11. **CROCKERY.** There are 60 settings of cups saucers small and large plates, 60 place settings of cutlery, some sugar bowls, milk jugs and tea pots which may be used by the hirers. Tea towels are not provided so please bring your own when you use the catering equipment.

12. **THE FOLLOWING** must be carried out when the Hall is left after each hiring.

- a) Chairs are stacked IN PAIRS against the wall. NOT IN FRONT OF THE RADIATORS
- b) Floors are swept with the scratch proof wide mop
- c) Kitchen and toilets are left clean.
- d) No food is left in the kitchen or put in the Wheelie Bins. Please take it with you
- e) All other rubbish is taken outside and left in the Wheelie Bin.
- f) Tables to be stacked in their individual trolleys.
- g) Tea / Coffee making boiler switched off.
- h) If the cooker has been used, check all the controls are off.
- i) All lights are switched off (checking the toilets and outside lights)
- j) Toilet doors are left open, the kitchen door and the two doors to the toilet area are closed.
- k) Curtains are left in the **OPEN** position.
- l) Ensure that the thermostats on the radiators are in the number 5 position.

**PLEASE NOTE:** Instructions (j) (k) (l) are designed to help maintain the average hall temperature at 18\*c.

13. **PARKING** is limited at Church End to the roadside. The Hirer must ensure that all parking leaves the road clear for access to users of Church End and that no access point is blocked.

14. **THE TRUSTEES** reserve the right to end any hiring agreement if any of the above conditions are not met.

Revised 14<sup>th</sup> March 2019