



## ST ETH'S FULHAM HALL HIRE

### Terms and conditions

1. In these terms and conditions:-
  - a. "The PCC" means The Vicar, Churchwardens and Parochial Church Council of the Parish of St. Etheldreda with St. Clement, Fulham, or its representative.
  - b. "The Hirer" means the person or organisation that has requested the hire
  - c. "The premises" means the Venue the Hirer has requested to book
  - d. "The booking" means the hire of the venue for the event, on the date, at the time and for the duration shown on the Booking Email
  - e. "The event" means the event shown on the Booking Email
2. The PCC agrees to grant the Hirer access to the premises for the event.
3. However, the booking is not confirmed until the hire charge and Damage Deposit shown on the Invoice has been paid.
4. Furthermore, payment of the hire charge and Damage Deposit shown on the Invoice is payable in full not less than 14 days before the date of the event.
5. This Agreement does not entitle the Hirer to enter into any other part of the Church or its surroundings, save for access during the hire time only.
6. The Hirer is responsible for the Health & Safety of all attendees.
7. Fire exits are clearly marked and must not be obstructed. Fire appliances and extinguishers must not be moved, obscured, or tampered with. In St. Etheldreda's Lower Hall the Fire Doors must be unlocked during use.
8. Where children are present at the event the Hirer is responsible for proper supervision and ensuring that adequate and appropriate child safety and safeguarding measures are in place. The Hirer confirms it has read the PCC's Safeguarding Policy below.
9. The maximum capacity for the premises must not be exceeded.
10. No alcohol shall be sold on or from the premises unless the Hirer has previously obtained the appropriate TENs Licence.
11. The Hirer shall be responsible for keeping good order on the premises during the event and ensuring that those leaving the premises during or after the event shall do so in an orderly manner and so as not to cause nuisance or annoyance to nearby owners or occupiers.
12. No items are to be removed from the walls in the premises, nor fixed to the walls. Strictly no use of blutac or Sellotape.
13. Bubble machines using a glycerine solution are prohibited on the premises.
14. If helium balloons are used for the event, appropriate weights must be used to keep them in place. Should a balloon fly up to the ceiling, Hirer may be liable for the cost involved in removing it.

15. The Hirer shall be responsible for seeing that the event, and in particular sound and noise levels at it, do not constitute a nuisance. Amplified music must not be played past 10:00pm.
16. Smoking is strictly prohibited inside the premises.
17. At the end of the event the premises must be left clean and tidy with all furniture put away. The Hirer is responsible for providing suitable cleaning materials, including bin bags. A broom and mop are available on the premises.
18. The Hirer is responsible for ensuring that all lights and appliances are turned off and all windows and doors are closed and properly secured.
19. All rubbish must be removed from the premises and taken with the Hirer. Please note that the large bins adjacent to the Ely Court flats do not belong to the PCC and must not be used.
20. The Security Deposit will be forfeited, in whole or part:
  - a. If the premises is access prior to the agreed start time of the event. Each additional 15 minutes is charged at £25.
  - b. if the premises is not vacated at the agreed end time of event. Each additional 15 minutes is charged at £25.
  - c. Rubbish is not taken off the premises.
  - d. If the premises aren't cleaned and tidied to a satisfactory level, resulting in the PCC having to engaged a third party to clean the premises.
  - e. if any damage is caused to the premises, any other part of the Church or its environs or to any of the furniture and equipment at the premises.
21. The PCC undertakes no responsibility whatsoever for any items or things left in, on or adjacent to the premises.
22. The Hirer will indemnify the PCC against all claims whatsoever in respect of damage, loss or injury which relate directly or indirectly to the booking whether or not such damage loss or injury shall be latent and only discovered after the period of use. The PCC can, at its discretion, require the Hirer to insure against this risk.
23. This Agreement cannot be re-assigned or sub-let. The person signing the agreement must be present on the premises during the time of the booking.
24. If an event is cancelled or moved with 28 days' notice a full refund of any monies paid will be given. If cancelled on less than 28 but more than 14 days' notice, 50% of the booking fee will be payable. No refund will be paid if an event is cancelled on 14 days' notice or less.
25. Only one space to right of the entrance to the car park and closest to Fulham Palace Road may, if available, be used by the Hirer and his / her guests. The spaces opposite and nearest the flats are for the flat residents or their visitors. Vehicles left there unattended are liable to be clamped, which is outside the PCC's control.
26. The Hirer's attention is drawn to the PCC's GDPR policy which can be found on [www.stethsfulham.org](http://www.stethsfulham.org).
27. The PCC may terminate forthwith any event, even whilst it is on-going, if these Terms and Conditions are not adhered to.

*By continuing with your booking, you are agreeing to the terms and conditions set out above.*

HIRE OF CHURCH PREMISES  
SAFEGUARDING PROVISION

**The Parochial Church Council of St Etheldreda with St Clement has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you have an equivalent policy of your own.**

**You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring, and that you carry full liability insurance for this.**

**In particular this means that:**

- \* you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- \* you will provide the church with a copy of your organisation's Safeguarding Policies or if you do not have one, adopt the current parish policy;
- \* you will recruit safely all current paid and voluntary workers who work with children and /or vulnerable adults by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure dates indefinitely;
- \* you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- \* you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- \* no person under the age of 18 years will be left in charge of any children or young people of any age;
- \* no child or group of children or young people should be left unattended at any time;
- \* a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- \* you will immediately (within 24 hours) inform the Parish Safeguarding Officer of
  - (a) The occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**The Parish Safeguarding Officer for St Etheldreda with St Clement is Louise Beanland**  
**Email: [lbeanland@gmail.com](mailto:lbeanland@gmail.com)**  
**Tel.No. 07766 760436**