

**ST. THOMAS' CHURCH HALL
WICKHAM CLOSE
KERESLEY,
COVENTRY**

**The Parish Office
34 Tamworth Road, Keresley
Coventry CV6 2EL
Tel & Fax: 024 7633 2717
e-mail: Office@st-thomas-keresley.org.uk**

TERMS AND CONDITIONS OF HIRE

Please read the following Terms and Conditions of Hire.

1. All enquiries to hire St. Thomas' Church Hall should be directed to The Parish Office.
2. All bookings will be confirmed in writing from The Parish Office.
3. An invoice will be issued and payment is due within 28 days. Cheques should be made payable to ST. THOMAS' PCC KERESLEY, and delivered or posted to The Parish Office.
4. In the event of a cancellation, a 50% charge will become payable.
5. Your deposit payment will be returned subject to the premises being left in a satisfactory condition, and the safe return of the Church Hall key.
6. Hirers of the Church Hall accept full responsibility for any damage to the property and possessions of the Church Hall and agree to pay financial compensation if required.
7. All property used or stored at the Church Hall is done so at the users own risk and the PCC of St. Thomas' Church accepts no liability for these possessions.
8. Items belonging to other Church Hall users, e.g. Pre School equipment, should only be used after agreement with the owners.
9. All organisations using the Church Hall must ensure that they are adequately insured to undertake the activity and accept responsibility for the Health and Safety of their group.
10. All organisations using the Church Hall must ensure that they have agreed policies properly implemented for the protection of children and vulnerable adults in their care. A copy of your agreed policy must be supplied to the Parish Office.
11. Emergency exits must be kept clear at all times.
12. The details of all musical, dramatic or other works must be registered directly by the hirer with the Performing Rights Society Ltd.
13. Vehicles and their contents are left at the owner's risk.
14. No responsibility or liability will be accepted for the loss or damage to personal effects belonging to the hirer or their members.
15. Alcohol should not be consumed on these premises without written permission being given to the hirer, who would then be responsible for obtaining the necessary licence.