

St Olave's Church Hall Conditions of Hire

Hire of the hall is subject to the following conditions:

1. When advertising or inviting people to events at the hall you must make clear who is running the event, or on whose behalf it is being held.
2. The hall may only be used for the purposes, and during the times, given at the time of booking; if you want to change these you must get permission in writing. No furniture or equipment may be removed from the building without written permission, save for the wheelchair ramp which must be returned to the lobby immediately after use.
3. **PLEASE DO NOT USE EITHER BLUTAK OR SELLOTAPE TO ATTACH NOTICES, DECORATIONS, ETC. TO THE PAINTED WALLS**
4. You should ensure that nobody is disturbed by noise, especially when people leave the hall.
5. The hirer is responsible for ensuring the safety of those using the building. In particular, it is very important that fire exits are unobstructed, and safety notices complied with.
6. The **hirer is responsible** for the supervision, safety and welfare of children and vulnerable adults. cf <https://www.safeguardingchildren.co.uk/Resources/practice-guidance-writing-a-child-protection-policy/>
7. You have use of the hall and kitchen but not of the room at the back marked 'Private' except as a means of exit, if necessary, in an emergency.
8. The building may not be used for any immoral or unlawful purpose.
9. Where users are granted a booking on a regular basis, this is always subject to the qualification that particular dates may not be available, for example because the hall is needed for church purposes, or to allow for maintenance or redecoration.

Use of the kitchen

10 (a). You may use the kitchen to make tea and coffee and to serve soft drinks and previously prepared food which you have brought with you. You may also use crockery, glassware and cutlery provided that you leave it clean.

(b). You must obtain permission in writing for any other use of the kitchen: for example to re-heat or cook food or to use any kitchen equipment other than the kettle, water boiler and/or coffee machine.

Trading, Public Entertainment, and Catering

11. Except with express written consent, the hall may not be used for the sale of goods or services by way of trade (except by a registered charity), for public entertainment, or for the storage, preparation, or sale of food (other than in para 10 above).

At the end of the hire

12. Litter and dropped food must be swept up and bagged, and any spillages mopped up.

13. Cutlery and crockery must be washed and returned to the correct drawer or cupboard.

14. All furniture must be returned as found: please observe notices on cupboard door regarding tables and chairs.

15. You are responsible for ensuring that lights and any appliances are switched off and unplugged. Please ensure all doors and windows are shut and the building locked when you leave, unless you have been told otherwise.

16. Any damage to the building or contents must be reported to the bookings secretary, and paid for.

The hall is administered by the Church Hall Committee of the Parochial Church Council of the Parish of St Olave with St Giles, York.

Any permission required under these rules should be sought from the Bookings Secretary at St Olave's Church Hall, Marygate Lane, York YO30 7BJ tel (01904) 628134, email hall@stolaveschurch.org.uk

*Charges: £14 per hour / £70 per day (6 hrs or more)
 Hire of kitchen appliances [cooker and dishwasher]: £5.00*