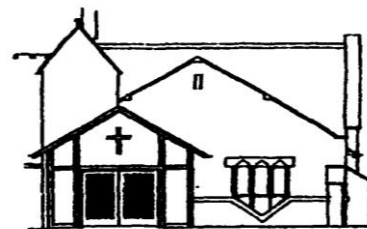


Please reply to:-
Bookings Secretary
6 Windsor Close
Hemel Hempstead
HP2 4JU



01442 213553 / 07939 226977
hallbookings@stjohnsboxmoor.org.uk

Conditions of Hire and Booking Form

1. The term 'Hirer' in the following conditions shall mean the individual person or where the Hirer is an organisation, their authorised representative.
2. The Bookings Secretary has the right to refuse an application for hire submitted by any person.
3. The Hirer must be aged 18 or over.
4. Applications will be limited to 85 persons seated. We currently have 90 chairs and 10 fold-away tables; each table will seat a maximum of 8 persons.
5. Enquiries may be made using the above telephone number or by e-mail, but applications for bookings **must be made in writing** on the attached form.
6. **FULL PAYMENT OF THE HIRE FEE MUST ACCOMPANY THE APPLICATION.** In the event of cancellation this payment is refundable if 8 weeks notice is given. This is reduced to 50% for up to 2 weeks notice. For less than 2 weeks notice, no refund will be given.
7. A holding deposit of £100 may be imposed at the discretion of the Hall Bookings Secretary, against any misuse of, or damage to the premises. The Hirer must ensure that the premises are left clean and tidy. The cost of any additional cleaning will be deducted from this deposit. All rooms are to be COMPLETELY VACATED by 11.45 pm and all rubbish must be taken away.
8. **Payments can be made by online bank transfer to St Johns Church PCC.**
ONLINE BANKING: HALL BOOKING (+ your NAME)
– PCC ST JOHNS BOXMOOR
– SORT CODE: 60-10-33
– A/C NO. 0674 0286
9. The Hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, and for the behaviour of all the people using the premises.
10. The management committee reserves the right to reclaim from the Hirer any costs incurred in connection with damage or misuse etc. in excess of the deposit.
11. The Hirer shall not sub-hire the premises or allow the premises to be used for any purpose other than that stated on the Application Form, and not bring on to the premises anything that may damage or endanger the premises or render invalid any relevant insurance.
12. The management committee shall have the power summarily to terminate any agreement relating to the hire of the Hall if it is considered that the Hirers have in any way damaged the building, fittings, fixtures or furniture or have subjected them to undue wear and tear or in any other way been guilty of a breach of these conditions.
13. The Hirer (if part of a group or organisation) shall share with the Hall Bookings Secretary the organisations Safeguarding Policy and how it purports to safeguard children, young people, and vulnerable adults. If the Parish's Safeguarding Officer does not believe the Organisation's policy is stringent enough, we reserve the right to enforce compliance with the Church's Safeguarding Policy as displayed on the premises.

14. The Hirer shall ensure that in using the premises, that the laws relating to alcohol, gaming, betting and lotteries are not contravened, and that the number of persons declared on the Application Form occupying the hall is not exceeded.
15. NO SMOKING OR VAPING IS PERMITTED ANYWHERE INSIDE THE PREMISES.
16. Alcohol may be consumed on site but not sold, unless you have the necessary licence.
17. Any member of the Hall Management Committee is authorised to inspect the premises during the letting period without prior notice.
18. The Hirer shall, if preparing or serving food, observe all relevant food health and hygiene regulations. All crockery, cooking utensils, and kitchen equipment must be washed, dried and properly stored after use.
19. Hirers will be required to provide their own linen.
20. Nothing is to be fixed to the walls by any method (including Blue Tack and drawing pins)
21. All exits to be kept clear.
22. The management committee will not accept any responsibility for any loss, damage or accidents during the occupation of the Hall and all lettings are made on the understanding that the Vicar and Churchwardens for the time being are indemnified accordingly by the Hirer.
23. **Your booking permits ONE car to be parked on the tarmac area of the Church grounds outside the hall.** Please be considerate of other users of church/hall and park within designated spaces. The stones protecting the memorial garden MUST NOT be moved.
24. **Booking times are to include any preparation and clearing up time you may require.**
25. At the end of the hire period, a representative from the Church will attend to lock up. Under no circumstances, must the hirer leave the hall unattended and unlocked. If you consider that you may finish early, please request a contact number when the hall is unlocked. Items used on the premises by professionals hired for the occasion must comply, e.g a professional Disco, rather than the hirers own domestic equipment.
26. Personal equipment and possessions brought into the Hall are the responsibility of the hirer. The Church will not be responsible for any loss or damage.

HIRE FEES FROM 1 JANUARY 2025

Full Hall	£32.50 per hour
Hall 1 (Larger)	£18.75 per hour
Hall 2 (Smaller)	£17.50 per hour

Use of Kitchen for tea and coffee is included in these rates for both halls.

USEFUL NUMBERS:

Bookings Secretary	07939 226977
Caretaker	07931 447192
Parish Office	01442 773990



ST JOHN'S CHURCH HALL - BOXMOOR APPLICATION FOR HIRE OF HALL 2025

(PLEASE COMPLETE IN CAPITAL LETTERS)

Name:				
Address:				
Telephone – Home:				
Telephone – Mobile:				
Email Address:				
Organisation (if any):				
Date of Hire:				
TIME: From				
To				
Purpose of function:				
Areas required:	Full Hall	Hall 1 (Larger)	Hall 2 (Smaller)	Kitchen
Number of people:				
Safeguarding Policy:	Submitted	No submitted		
Hire Fee:				

Date