

St John's Hall Churchfields, Hertford, Hertfordshire

Terms and Conditions of Hire for Regular Users. Version 1.1, 23 February 2023

Regular users are Hirers who book the Hall for a specific day and time over an extended period, and who have been invited by the St. Johns Hall sub-committee to become a regular user.

Regular users receive preferential rates and beneficial payment terms.

These Terms and Conditions apply to bookings made by regular users only, and supersede any other Terms and Conditions.

1. Regular users are unable to make a booking using the website, and must request the Hall Manager to make a booking on their behalf. The Hall Manager will make a repeat booking for the next twenty years, with the exception of events falling on Christmas Day and Good Friday, and where an event has already been booked at that time. The Hall Manager will notify users of any conflicts at the time of making the repeat booking.
2. Regular users are able to cancel bookings for a given date using the website, so long as this is done at least eight weeks prior to the event. It is the responsibility of the Hirer to ensure that this is done for all events that are not required. If an event is cancelled using the website (and by giving the required notice), a credit for any fee already paid will be applied to the Hirer's account and will normally be used to pay for the next unpaid event. Events that have not been cancelled using the website, but which are no longer required by the Hirer must be paid for in full.
3. A Hirer wishing to cancel all future bookings must provide written notice to the Hall Manager, giving at least eight weeks' notice. The Hirer must pay for the bookings that are less than eight weeks away. A refund will be provided for any events more than eight weeks away and which have already been paid for.
4. Hirers may agree payment terms with the Hall Manager but in any case, payment must be made prior to the event taking place. Any alternative payment terms which are already in existence and agreed in writing, will continue to apply. Failure to comply with the payment terms may result in future events being cancelled and the status of regular user being removed.
5. The St John's Hall Sub Committee may change the prices at any time, but will give at least two months' notice of any changes coming into effect.
6. Entry to the Hall will be at the time agreed i.e. at the time of booking and not before, and the Hall and car park must be vacated at the time agreed i.e. immediately at the end of time of hire. Preparation for an event and clearing afterwards must be built into the length of time booked.
7. The Hirer shall ensure at the end of the hiring that all areas of the Hall are left in a clean and tidy state. The fridge shall be emptied and left clean. The Hall will be

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swept, the bins emptied and rubbish including bottles removed from the premises, including the grounds and car park. No rubbish may be transferred to the bins in the All Saints churchyard. All taps must be turned off, lights switched off, windows secured and all doors secured and locked. The key must be returned to the key safe and the key safe must be left in a locked position.

8. In exceptional circumstances, the Hall Sub Committee and All Saints Church have the right to cancel a booking. They will endeavour to give reasonable notice should cancellation of a booking be required. In these circumstances a full refund will be given for the cancelled sessions.
9. The Hirer is not to sublet the Hall or transfer the letting to any other body or person.
10. Two (2) responsible adults (over 21) must be present at all times during the hours of hire. The Hall is not available for hire for teenage parties.
11. Smoking is prohibited in the Hall. Any use of illegal or dangerous substances and alcohol consumption by under 18s is prohibited in the Hall and within the grounds and car park. No excisable liquor shall be sold on the premises unless a licence to do so has been obtained by the Hirer.
12. Under no circumstances should any person tamper with electrical wiring, emergency lighting, heating or water appliances and fixtures. Fire door crash bars must remain fully operational and clear. The main entrance/exit and the fire exits must be kept clear at all times.
13. Neither the St John's Hall Sub Committee nor All Saints Church is responsible for any damage to, or loss of, any articles on the premises or grounds by the Hirer or anyone else attending any event, or for any costs, charges or claims in respect of injury to any person whether using the Hall, the car park or within the grounds, or attending in connection with the letting.
14. Nothing of any kind may be fixed or attached in any way to any part of the premises without written permission from the Hall Manager. The Hirer will be held responsible for any loss or damage to any part of the building, fixtures and fittings, and for the replacement of any broken crockery, furniture etc. In the event of loss or damage occurring during the hire of the hall, the Hall Manager will attempt to resolve the matter with the Hirer, but in the event of agreement not being reached will reserve the right to cancel future events and to withhold any money already paid.
15. The Hirer may not permit anything to be done that may cause annoyance to any adjacent premises not included in the hiring. Particular attention should be paid to the level of noise around the Hall.

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16. The Hirer is to ensure that no person trespasses on any part of the premises not included in the hire.
17. Where a Temporary Event Notice and/or a license from the Performing Rights Society is required, or any other form of license is necessary for the proposed use, the Hirer is responsible for obtaining them.
18. All advertisements and other publicity for a function/event at the Hall must clearly display the name of the promoter or organiser of the function/event.
19. The Hall Manager or any member of the St John's Hall Sub Committee on his behalf shall have the right of entry during any hiring to ensure that these Terms and Conditions of Hire are being met. Should there be any concerns, the St John's Hall Sub Committee shall have the right to cancel any future arrangements with that particular Hirer. Any concerns will be put in writing. The St John's Hall Sub Committee will not be responsible for any damage or expenses incurred by the Hirer beyond the amount paid in respect of any cancelled letting.