

THE PARISH CHURCH OF ST. JOHN THE EVANGELIST, TOFT

TOFT CHURCH HALL - CONDITIONS OF USE

Please read carefully the attached notes on conditions of use.

1. The hire charge is to be paid on or before the day of the function to the Booking Secretary. Cheques should be made payable to "Toft Parochial Church Council", or "Toft PCC".
2. The key is to be collected from the Booking Secretary and returned immediately following the function.
3. Toft Parish Church cannot accept any liability for loss, damage or theft from vehicles belonging to the user or associated with the user of the Church Hall.
4. In the event of damage to the premises, fittings or grounds, and in the event of any breakages, the user shall be liable to pay the full cost of making good such damage.
5. All property belonging to the user must be removed on the day of use and the Church Hall should be left in a clean condition.
6. The user is responsible for taking away all rubbish, surplus food, etc.
7. Toft Parochial Church Council does not accept responsibility for any injury sustained as a result of activities in the church grounds.
8. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
9. Hirers of Toft Church Hall are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event. A book is provided for this purpose and this is located in the kitchen by the First Aid Box on top of the left-hand cupboard.

The following information should be recorded:-

- a. Name, address and telephone number of person(s) injured.
- b. Exact time and place of the occurrence.
- c. Detailed description of accident or incident, including a description of any apparatus or equipment involved.
- d. Name, address and telephone number of any witness(es) to the accident.
- e. Signed witness statements should be obtained if possible.

The hirer must notify the Churchwarden as soon as possible after the accident, but in any event within 24 hours. **Any apparatus or equipment involved must be retained for inspection.**

The Hall is available for the following types of activity:

1. "One-off" events organised by adult organisations.
2. Children's parties (**primary school age only**).
3. Regular meeting of bona fide organisations.
4. Funeral teas, wedding receptions, silver weddings, etc.
5. Meetings of Plumley with Toft and Bexton Parish Council.
6. Use as a Polling Station.

The following activities are expressly forbidden:

1. Teenage Parties.
2. Gambling.
3. Discos.
4. Dancing.
5. Football, or any ball games (indoors or outdoors).
6. Running around or playing in the areas where there are gravestones.
7. Party Political Meetings.

Booking Secretary: Mrs Hazel Raw, 29 Tabley Close, Knutsford, WA16 0NP. (01565 651205)

Churchwardens: Mrs Jane Lingard, 21 Beggarmans Lane, Knutsford, WA16 9BD. (01565 652492)

Mrs Val Brooker, The Round House, Legh Road, Knutsford, WA16 8LP. (01565 650374)