

## **TERMS AND CONDITIONS**

The following activities are not allowed in the Church Hall or within the grounds. Political Meetings, Teenage Parties, Gambling, Discos, Dancing, Football or any ball games. Running around or playing in the areas where there are gravestones..

### **GENERAL:**

1. The hire charge is to be paid on booking for individual functions, to the Booking Secretary. Cheques should be made payable to "Toft Parochial Church Council", or "Toft PCC". For regular bookings a month in advance is required.
2. The key to be collected from the booking secretary and returned immediately following the function.
3. Toft Parish Church cannot be responsible or liable for any loss, damage or theft from vehicles belonging to the user or associated with the user of the Church hall.
4. Toft PCC does not accept responsibility for any injury sustained as a result of activities in the church grounds.
5. 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.
6. 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 a shelf on the left-hand cupboard. The booking secretary should be advised as soon as possible.
7. All boxes and storage equipment belonging to the hirer **MUST BE REMOVED.**
8. **The Church hall is to be left in a clean condition. Failure to do this may, at the discretion of the PCC, incur a charge for expert cleaning of the damaged area. 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.**
9. **On exit of the hall**, please ensure that the **heaters**, one at each end of both halls are left on during the winter months. All other heaters to be turned off using the switch on the heater.

### **USE OF HALL FOR WET OCCUPATIONS**

#### **Brownies, Guides, Arts and Crafts**

1. The soft chairs are **NOT** to be used in these circumstances. Please use plastic chairs stacked in the second hall.

2. Plastic sheeting (**SUPPLIED BY YOURSELVES**) is to be put down over the carpet and removed after the event.
3. Tables are to be wiped **COMPLETELY CLEAN** after use – it is the hirers responsibility to provide your own specialised cleaning equipment i.e. to remove glue and paint.
4. **All rubbish** is to be placed in your own bags and **REMOVED by you** from the premises after the event. **There is NO waste clearance from the Church Hall therefore it is asked that you take it away with you.**

#### **USE OF KITCHEN**

1. The Hostess Trolley is not available for hire and is NOT to be used.
2. **PLEASE DO NOT PUT ANYTHING ON TOP OF THE COOKER** other than cooking pans. Use of the cooker incurs an extra charge – please advise if required.
3. All spillages, liquids or solids, must be cleaned up and surfaces wiped with antibacterial spray.
4. Please leave the sink empty, clean and tidy. All electrical equipment must be switched off at the wall.
5. Nothing is to be left in the kitchen belonging to the hirer. Please remove all surplus food and rubbish, **taking the bag with you on exit.**