

## Conditions of hire

### GENERAL

1. External doors must not be left open unattended. This is for your own safety and the protection of the church property
2. The maximum number of people allowed in the hall is restricted to 250 in accordance with the terms of our Public Entertainment Licence.
3. All areas are to be left in a clean and tidy order.
4. The nature and content of any proposed event must be approved in advance by the Vicar and Churchwardens.
5. The building is to be vacated by 11 pm under the terms of our Public Entertainment licence. As the church is situated in a residential area please leave as quietly as possible.
6. Parking is available on the forecourt. Please leave the space designated for church staff clear. The central access to the main doors must be kept clear at all times. Please park with consideration for our neighbours.
7. The Parochial Church Council does not accept any responsibility for the loss or damage of the hirer's property in or around the premises.
8. 'Blutack' and other adhesives are not to be used in area of the building. Display boards are available on request.
9. **On leaving the building, please make sure that all doors are shut and where needed securely locked.**

### HEALTH & SAFETY AND INSURANCE

9. Our insurance is with the Ecclesiastical Insurance Group, policy number 04/XPG/9082495 and we have Public Liability cover under this policy. Hirers must ensure that they have cover for their activities. The hirer is responsible for any accident or injury arising during use of the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which the hirer intends to use them. Details of any accident or incident occurring during the hire of the premises which did or could give rise to injury must be entered in the Accident Book kept in the kitchen before the premises are vacated.
10. The hirer must make arrangements with the Church Office to visit the premises at least 24 hours prior to the commencement of the hiring to ensure that the hirer is familiar with the layout of the premises, the location and instructions for use of the fire extinguishers and appropriate arrangements for evacuating the premises in the event of a fire or other emergency.
11. There is a First Aid Kit in the kitchen.
12. The hirer must ensure that any food prepared on the premises is prepared with due regard to hygiene.
13. Any damage caused during the course of the hiring must be reported at the earliest opportunity to the Church Office. The hirer is responsible for the cost of repair or replacement as appropriate.

### EVENTS

14. A steward will be on duty for public events and at the discretion of the church. A fee will be charged for this service.

### LICENSING ACT 2003

15. The premises are not licensed for the sale or consumption of alcohol. The hirer must obtain the permission of the Parochial Church Council to sell or consume alcohol in the building. If a charge is made for alcohol, a donation is requested for alcohol or alcohol is included in the price of a meal or an entrance ticket, then a Temporary Event Notice must be given by the premises user. The Temporary Event Notice acknowledged by Bristol City Council must be handed in to the church office one week before your event. If not received then you are not allowed to serve alcohol.

A Temporary Event Notice can be downloaded from [www.culture.gov.uk](http://www.culture.gov.uk) website.

The Licensing Authority is Bristol City Council, Licensing Office, Princess House, Princess Street, Bristol, BS3 4AG.

The Police Authority is Avon and Somerset Constabulary, Liquor Licensing Bureau, New Bridewell, Bridewell Street, Bristol, BS1 2QH.

Please sign both copies in acceptance of these conditions and return one to the Church Office, St Matthew's Church, Clare Road, Kingsdown, Bristol BS6 5TB at least 7 days before the date of the function.

**Date:** .....

**Printed Name:** .....

**Signed:**.....