



# Oxon Parish Church

*Sharing God's Love with our Community*

## **Oxon Parish Church Hall: Terms and Conditions of Use**

1. In these conditions the following expressions have the meanings hereby assigned to them:  
“PCC” means the Parochial Church Council of the Parish Church of Christchurch, Shelton and Oxon. “Function” means the purpose for which the accommodation is hired.  
“Accommodation” means the Oxon Parish Church Hall and its grounds.
2. The person signing the booking form shall be considered to be the Hirer. Where an organisation is named they shall also be considered the Hirer and shall be jointly liable with the person who signs the booking form.
3. The PCC reserves the right to refuse any application for any reason and to terminate at any time any agreement for hiring made in consequence of any application.
4. The PCC reserves the right to immediately terminate any hire without refund of fees paid.
5. The Hirer shall not re-hire or sub-let the accommodation.
6. The PCC shall not be responsible for any loss due to breakdown of machinery, failure of supply of electricity or water, government restriction or act of God which may cause the accommodation to close or the hiring to be interrupted or cancelled.
7. The Hirer is responsible for obtaining all necessary licences.
8. The sale of excisable liquor is prohibited.
9. The Hirer shall not sell any refreshments, liquid or solid, without the express permission of the PCC.
10. No additional lights or electrical appliances may be used without express consent.
11. In the event of electrical equipment or any other equipment not owned by the PCC being used, the Hirer shall be responsible for ensuring that the necessary risk and safety assessments have been carried out.
12. It is the responsibility of the Hirer to ensure that all equipment, electrical and otherwise, is used in a safe and proper manner. Instructions for equipment usage must be followed at all times.
13. The PCC does not accept any liability for any loss or damage suffered by the Hirer or persons at the function, arising from failure to use electrical equipment safely whether owned by the PCC or not.
14. The PCC does not accept any liability for any loss or damage arising from defective electrical equipment not owned by the PCC.
15. The Hirer shall pay the amount certified by the PCC as being the amount incurred in making good any damage or loss of the accommodation and its furniture and fittings.

16. The Hirer shall indemnify the PCC against all liability for claims, costs or demands in respect of personal injury and/or damage to the accommodation whatsoever or howsoever caused arising from use of the accommodation.
17. Any damage or malfunction of fixtures and fittings of the accommodation must be reported to immediately to the PCC or its representative.
18. The PCC shall accept no responsibility whatsoever for the loss of personal property of the users of the accommodation.
19. The Hirer shall ensure that the accommodation is vacated at the time specified on the booking form. All articles brought to the function must be removed. The PCC accepts no responsibility for any items left in the accommodation.
20. No nails, pins, bolts, tape, Blu-Tack or other adhesives, nor any flags, emblems or posters shall be affixed to any part of the accommodation. All notice boards, unless expressly agreed in advance by the PCC, must be removed at the end of each session of hire.
21. Fly posting is strictly forbidden.
22. The use of confetti is prohibited.
23. The Hirer shall ensure that any noise at the function and on arrival and departure is kept to a minimum to avoid disturbance to local residents.
24. No exits may be blocked or fire-extinguisher appliances tampered with.
25. The Hirer and attendees of the function shall not alter or tamper with the control settings of the heating appliances. The heating is pre-programmed.
26. The Hirer shall ensure that the accommodation, including toilet facilities are left clean and tidy.
27. All used crockery, glassware and cutlery must be washed, dried and returned to the cupboard(s) or drawer(s) as found.
28. The Hirer shall make every effort to use environmentally-friendly biodegradable cleaning products.
29. The Hirer shall ensure that all waste is removed or disposed in the bins provided. The bins within the hall are labelled for general and recyclable waste. There are also external wheelie-bins for general and biodegradable waste.
30. Paint and glue must **not** be disposed in the sinks or the toilets.
31. At the end of the function the Hirer shall ensure that the three windows are left in in the locked vented position.
32. At the end of the function the Hirer shall ensure that all lights are switched off and both doors are locked.