

St. JAMES CHURCH HALL

TERMS and CONDITIONS for USERS

- The maximum number of persons is 100
- Please use the hall responsibly and respect the neighbours, especially for evening bookings.
- No alcohol is to be sold on the premises without a licence
- No alcohol to be drunk without the permission of the church
- If you are in the hall alone please lock yourself in and remove the key from the lock to allow emergency access if necessary
- The First Aid kit is located on the windowsill next to the bins
 - Record all accidents in the Accident Book which is also on the windowsill
- You are responsible for the Emergency Evacuation Procedures - read these and ensure that you know what to do in case of an emergency.
- Please report any breakages and reimburse the cost
- Please report any problems with the building in the Maintenance Book found on the windowsill
- Inspect all rooms you have used, including toilets and the kitchen, leaving them clean and tidy
- Please check all unlocked rooms for any intruders that may be hiding. Ensure that all windows are shut and secured. Do not do this on your own
- Please take away large amounts of rubbish
- Please leave the hall better than you found it
- Please pay promptly
- Please keep the key safe and return it to the Hall manager.

I agree to use the hall in accordance with the above terms and conditions.

Signed (Hirer)

Signed (Hall manager)

Date