

St John's Hall Churchfields, Hertford, Hertfordshire

Terms and Conditions of Hire. Version 1.1, 23 February 2023.

1. Hirers must pay in full when their booking is made. The price paid is fixed and will not change prior to the event taking place.
2. If the Hirer wishes to cancel a booking, the Hirer must give written notice to the Hall Manager. If this is provided not less than three months prior to the event the full fee paid will be refunded, less a £10 administration fee which is not refundable. If the notice is provided not less than one month prior to the event, but less than three months, then 50% of the fee paid will be refunded, less a £10 administration fee which is not refundable. If the notice is provided less than one month prior to the event, no refund will be made. Any refunds due will be returned to the card used to make the booking.
3. Entry to the Hall will be at the time agreed i.e. at the time of booking and not before, and the Hall and car park must be vacated at the time agreed i.e. immediately at the end of time of hire. Preparation for an event and clearing afterwards must be built into the length of time booked.
4. The Hirer shall ensure at the end of the hiring that all areas of the Hall are left in a clean and tidy state. The fridge shall be emptied and left clean. The Hall will be swept, the bins emptied and rubbish including bottles removed from the premises, including the grounds and car park. No rubbish may be transferred to the bins in the All Saints churchyard. All taps must be turned off, lights switched off, windows secured and all doors secured and locked. The key must be returned to the key safe and the key safe must be left in a locked position.
5. In exceptional circumstances, the Hall Sub Committee and All Saints Church have the right to cancel a booking. They will endeavour to give reasonable notice should cancellation of a booking be required. In these circumstances a full refund will be given for the cancelled sessions.
6. The Hirer is not to sublet the Hall or transfer the letting to any other body or person.
7. Two (2) responsible adults (over 21) must be present at all times during the hours of hire. The Hall is not available for hire for teenage parties.
8. Smoking is prohibited in the Hall. Any use of illegal or dangerous substances and alcohol consumption by under 18s is prohibited in the Hall and within the grounds and car park. No excisable liquor shall be sold on the premises unless a licence to do so has been obtained by the Hirer.
9. Under no circumstances should any person tamper with electrical wiring, emergency lighting, heating or water appliances and fixtures. Fire door crash bars must remain fully operational and clear. The main entrance/exit and the fire exits must be kept clear at all times.

St John's Hall Churchfields, Hertford, Hertfordshire

Terms and Conditions of Hire. Version 1.1, 23 February 2023.

10. Neither the St John's Hall Sub Committee nor All Saints Church is responsible for any damage to, or loss of, any articles on the premises or grounds by the Hirer or anyone else attending any event, or for any costs, charges or claims in respect of injury to any person whether using the Hall, the car park or within the grounds, or attending in connection with the letting.
11. Nothing of any kind may be fixed or attached in any way to any part of the premises without written permission from the Hall Manager. The Hirer will be held responsible for any loss or damage to any part of the building, fixtures and fittings, and for the replacement of any broken crockery, furniture etc. In the event of loss or damage occurring during the hire of the hall, the Hall Manager will attempt to resolve the matter with the Hirer, but in the event of agreement not being reached will reserve the right to recover any costs incurred by making a charge against the hirer's credit card.
12. The Hirer may not permit anything to be done that may cause annoyance to any adjacent premises not included in the hiring. Particular attention should be paid to the level of noise around the Hall.
13. The Hirer is to ensure that no person trespasses on any part of the premises not included in the hire.
14. Where a Temporary Event Notice and/or a license from the Performing Rights Society is required, or any other form of license is necessary for the proposed use, the Hirer is responsible for obtaining them.
15. All advertisements and other publicity for a function/event at the Hall must clearly display the name of the promoter or organiser of the function/event.
16. The Hall Manager or any member of the St John's Hall Sub Committee on his behalf shall have the right of entry during any hiring to ensure that these Terms and Conditions of Hire are being met. Should there be any concerns, the St John's Hall Sub Committee shall have the right to cancel any future arrangements with that particular Hirer. Any concerns will be put in writing. The St John's Hall Sub Committee will not be responsible for any damage or expenses incurred by the Hirer beyond the amount paid in respect of any cancelled letting.
17. Making the booking on the website, and ticking the box confirming that the Hirer agrees to the venue terms constitutes acceptance of these Terms and Conditions.