

The Hersham WI Hall

(Managed by St Peter's Church, Hersham)

ATTRACTING, ENGAGING, INVOLVING

THE HERSHAM WI HALL CONDITIONS OF LETTING AND REGULATIONS

4 BURHILL ROAD, HERSHAM, KT12 4JH

Safeguarding: It is the responsibility of the Hirer to ensure that it complies with all conditions of the Safeguarding Policy adopted by the Parochial Church Council of St Peter's Hersham (PCC), as detailed on the Church's website www.stpetershersham.com. An acknowledgement of this responsibility is included in the booking application form. The Hirer is also bound by all statutory provisions pertaining to the safeguarding of both children and vulnerable adults. In addition, no child or vulnerable adult should be allowed in the WI Hall without the supervisory presence of a responsible adult. Any long term Hirer of the WI Hall is required to provide details of their own Safeguarding Policy if requested.

Health & Safety: The PCC has adopted a written Health & Safety Policy, details of which is displayed on the church website www.stpetershersham.com. However a Summary of this policy, particularly as it affects the use of the WI Hall, is displayed in the WI Hall. Every hirer or user of the WI Hall is required to read this Summary prior to using the WI Hall and comply with its requirements in full. No portable electrical appliances are to be brought into the WI Hall unless they have first been tested by a competent electrician and found to be safe. Please no naked candles or joss sticks unless closely supervised by a responsible adult.

Hire Fees: Hire Fees are set by the PCC and are subject to annual revision. Hire fees include the use of the WI Hall itself, tables, chairs, heating and lighting – as appropriate and kitchen. If Hirers use the kitchen then all crockery, cutlery and glassware must be washed and dried and returned to the correct places in the kitchen. Failure to comply with this condition will result in an additional charge to the hirer.

Fee Payments: Unless with prior agreement, all fees must be paid 28 days before the date of hiring and should be paid directly by bank transfer using the reference provided by the manager. Please make payments to:

Account name: Hersham PCC

Account number: 39896860

Sort code: 30-99-09

Deposit: A deposit of £50 is payable by the Hirer 28 days prior to the date of the hiring. This is fully refundable so long as the WI Hall is left in a clean and tidy condition: Crockery, cutlery, glassware etc should be washed, dried and returned to the correct cupboards; all rubbish must be taken away from the WI Hall as there is no wheelie bin collection; no rubbish is to be deposited in the WI Hall bins; chewing gum and sticky sweets are strictly forbidden. The floors in the main WI Hall, kitchen, and toilets must be swept and washed (where required) before the WI Hall is vacated (the vacuum cleaner and cleaning equipment is situated in the store room). Chairs to be stacked in fives along the kitchen wall and tables are wiped and returned to the store cupboard. Failure to adhere to these conditions will result in the full deposit being retained by the PCC. The deposit cheque will be shredded or cash returned if all conditions are met.

Cancellation by hirer: A hirer wishing to cancel a booking may do so in **writing** to be received by the Bookings Manager not less than 4 weeks before the date booked. Cancellation less than 4 weeks before the date booked will result in 50% of the hire fees being retained. No refund will be given for a cancellation within 2 weeks of the date booked. If you cancel your booking at shorter notice, unless in exceptional circumstances, you will be charged for the session. We will however consider each situation on its merits based on what the manager believes to be fair and reasonable.

Cancellation by the PCC: In very exceptional circumstances the PCC reserves the right to cancel the hiring due to unforeseen circumstances, in which case the hirer shall be entitled to a refund of any charge or deposit already paid, unless these are to be carried forward.

Closing Time of Functions: Because the WI Hall is in close proximity to residential properties, music must be turned off by 11.00 pm latest and the WI Hall vacated quietly no later than 11.30 pm. Special occasions (such as New Year's Eve) are subject to revised closing times, to be agreed by the Bookings Manager. On leaving the WI Hall, please ensure that:

- All windows are closed
- The side door emergency exit is tightly closed
- The water heater is switched off (under right sink in kitchen) and the electric cooker (mains switch) in the kitchen
- All lights are turned off
- Both front doors are closed and locked

Hirers' Responsibility: It is the hirers' responsibility to ensure that:

- There are no more than 60 people in the hall at any time.
- The maximum seating capacity of 60 is not exceeded.
- All fire exits are unobstructed at all times.

Smoking: Smoking is strictly forbidden in any part of the premises at any time.

Smoke machines: are not permitted. Our smoke detectors are not that intelligent to differentiate between smoke and vapour and a smoke machine will activate the smoke detector and the fire alarm.

Alcohol: Alcohol may be consumed on the premises at private functions without a license. Alcohol may only be sold once a suitable license has been acquired from Elmbridge Borough Council and subject to the PCC's approval.

Damage: If any damage occurs to the fittings, fixtures, building or furniture, either in the hall itself, the kitchen or the toilets, then it is the responsibility of the hirer to reimburse the PCC for the cost of the replacement of these items.

Decorations: Decorations may be put up using bluetac or drawing pins may be used but please do not use sellotape as this can damage the woodwork. **Please do not bring helium balloons to the WI Hall.**

Insurance: The PCC has insured the building and its contents against fire, burglary and theft, but they have no responsibility for loss, damage or theft of material property belonging to any hirers of the Hall, their employees or their patrons. These are the hirer's responsibility.

Personal Injury Disclaimer: **The PCC shall not be liable for the death or injury to any person using the Hall or equipment therein or for damage to property arising out of the use aforesaid and the Hirer shall indemnify the PCC against all claims, demands, actions or proceedings of whatsoever nature in respect of any death or injury or damage to property aforesaid.**

PLEASE NOTE

- There is no telephone on site.
- Use of the stage is only allowed with the prior permission of the PCC.

In the event of any damage to the WI Hall, please immediately notify the Bookings Manager: Jen Dady bookings@stpetershersham.com

15 March 2023