

THE CHURCH OF THE GOOD SHEPHERD TADWORTH - The Avenue, Tadworth, Surrey, KT20 5AS



CHURCH HALL – TERMS AND CONDITIONS OF HIRE

April 2026

Any agreed booking for the hire of the Church Hall and ancillary buildings or any part thereof is subject to these Terms and Conditions of Hire (the “Hire Conditions”). These Hire Conditions have been made available to the Hirer before the confirmation of the booking by the Hall Manager and by proceeding with the booking and /or paying any hire or other fee or charge or deposit the Hirer accepts these Hire Conditions.

The Hall Manager can be contacted by emailing hall.bookings@goodshepherdadworth.org.uk

1. Undertakings of the Hirer

The Hirer must be over 18 years of age and shall be deemed to be in charge of the premises during the period of hire. They must:

- ensure that the Hirer and any attendees understand the Hire Conditions in force at the time.
- be present, or arrange for sufficient adult representatives to be present, throughout the hire to ensure compliance with the provisions and stipulations contained in, or referred to, in these Hire Conditions and any relevant licences.

2. Payment of Charges and Deposits by the Hirer

The Hirer undertakes to pay promptly upon request and within the period specified by the Hall Manager:

- Any hire, other fee or charge which may be agreed
- any deposit required by the Church of the Good Shepherd which shall be held to secure any booking and/or held against any damage which may be caused by the Hirer or their attendees during the hire of the Church Hall or associated rooms and which will be returned at the end of the hire provided that there has been no such damage, that the Hall and /or associated rooms are left in a suitable condition for the next user and at the discretion of the Hall Manager

3. Responsibilities of the Hirer

The Hirer shall be responsible during the period of hire for:

- being familiar with, and complying with, the ‘Guidelines and Obligations for Hall Users’ displayed at the Hall.
- ensuring that the hall or associated rooms are kept secure for the duration of the hire.
- supervision of the use of the hall or associated rooms and the care of its fabric and contents.
- ensuring that the Hall and any other areas within the hire agreement are left clean and tidy, with all rubbish removed from the site before the end of the hire.
- The Hirer should provide their own cleaning equipment for such purpose.
- ensuring that all equipment, including chairs and tables, cutlery and crockery have been returned to their storage positions safely and clean of any debris, the Hall is cleared of people, and the Hall secured on exit.
- ensuring that any temporary fittings and fixtures supplied by the Hirer comply with Health and Safety guidance and in particular ensuring that any decorations used are not a fire hazard.
- ensuring that any equipment or electrical appliances brought into the hall (or associated rooms) and used there shall be certified safe and in good working order; any such equipment is used at the Hirer’s own risk.
- ensuring that no animals or birds, except registered guide dogs, are brought into, or used in, the Hall/Ante Room or Meeting Room without the written permission of the Hall Manager.



- ensuring that no animals enter the kitchen at any time.
- ensuring that no barbeques, gas appliances, joss sticks, incense or highly flammable substances are brought into the Hall or other parts of the building or hired rooms.
- ensuring that the Hirer and any attendees respect the fact that the Hall is situated in a residential neighbourhood and conduct themselves accordingly, by for example taking care not to play music or make any other sounds at inappropriate levels, or at all after any cut off time specified by Hall Manager or 23.00hrs - whichever is earliest.

4. Use of Church Hall and Associated Rooms

The Hirer shall not:

- use the stage or associated changing rooms without prior, written consent.
- sub-let or use the hall or associated rooms for any purpose other than that described at the time of booking.
- use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way.
- do anything or bring into the premises anything which may endanger the premises or any users or render invalid any insurance policies in respect thereof.
- allow the use of drugs on the premises (including Church grounds).
- allow smoking or vaping in the Hall (and associated rooms) or within 15 metres of any of the entrances.
- affix any decorations on any part of the hall or associated rooms, except from any hooks or fixtures on the Hall walls provided for such purpose. Blu-Tak, drawing pins or adhesive tape or similar materials for any such purpose are NOT to be used, with the exception of blu-tak on any glass surfaces.
- make any alterations or additions to the hall or associated rooms and install or affix any fixtures, placards, banners, or other articles on or to any part of the Hall or associated Church boundary without written permission.
- erect or install any structure (including, but not limited to, bouncy castles) in the Hall without written permission. Such permission will not be granted if there is a risk that the use of any such structure could cause any damage to the fabrics of the building.

5. Car Parking

- Vehicles are parked at the owner's risk and may only be parked in areas specified by the Hall Manager
- There is a 'right of way' for other vehicles through the car park which must not be obstructed. Members and visitors must be warned to take care.

6. Hall Equipment

The hall offers varied equipment available for use during the hire period including, but not limited to: tables, chairs, crockery, various cooking equipment, oven and fridge.

- No equipment is to be taken out of the building without written permission. A rental fee may be applicable should an equipment loan be requested.
- All equipment is to be returned to the correct location.
- The sanitiser in the Kitchen is for **parish use only** and should only be used by trained individuals.
- Any damage or breakages should be reported to the Hall Manager, failure to do so may result in the deposit being withheld, or additional payment.

7. Licences and Other Relevant Legislation

The Hirer:

- is responsible for conforming to the terms of any Licence granted to the Church of the Good Shepherd (which currently covers only playing live music and/or recorded music before 23.00), including, but not limited to, permitted hours for such licensable activities.



- shall, if it is necessary for the Hirer to require a licence for the sale of alcohol at an event, apply for and obtain any such licence in a timely manner, pay all fees as are required for such a licence and conform to the terms of any such licence, including, but not limited to, permitted hours for licensable activities provided always that no alcohol shall be served to any person under 18 years of age. The Hirer shall also inform the Hall Manager that a licence has been obtained.
- shall ensure that no excessive noise shall occur, particularly late at night (after 23.00) or early morning, with a minimum amount of noise being made by any persons on arrival or departure.
- The Hirer shall ensure that the Hirer and any users:
 - do not contravene the law relating to gambling, betting, and lotteries.
 - comply with all conditions and regulations required by the Licensing Acts, particularly in connection with events which include public dancing or music, stage plays or films or similar entertainment taking place at the hall or associated rooms

8. Fire Regulations

The Hall has 3 smoke detectors, and 2 carbon monoxide detectors.

- If the Hall needs to be evacuated for any reason, the Hirer must direct all those present to the Assembly Point which is by the flagpole at the southeast side of the Church yard.
 - Prior to the start of any large event the Hirer should indicate the fire exits and the Assembly Point to the persons attending the event.
 - For regular users, all responsible persons in charge of the booking should be familiar and take responsibility for attendees.
- The Hirer must ensure that all fire exits on the premises are kept clear at all times and that the Hall entrance lobby and foyer are not blocked by any items.
- If the Fire Alarm sounds during a session, the Hirer must ensure the evacuation of all occupants to the Assembly Point.
- If a fire is discovered which cannot immediately be extinguished, the Hirer must ensure the evacuation of all occupants to the Assembly Point and activate the Fire Alarm in the meeting room which is by the exit door.
- Call 999, inform fire service that there is a fire at The Church of the Good Shepherd, The Avenue, Tadworth, KT20 5AS. What3Words ///lines.comic.reach. Perform a head count and ensure no one is missing, if there are, please inform the fire service. Please then ring the Churchwarden (07739 199290) or Parish Office (01737 944385) and inform them of the situation. Do not re-enter the building until told it is safe to do so by the fire service.
- A report should be sent to safety@goodshepherdadworth.org.uk outlining the events that led up to and following the fire.



9. Compliancy with Legislation Relating to Children and Vulnerable Adults

The Hirer shall ensure that any activities in the hall or associated rooms for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to, or supervision of, such children or adults and the hirer acknowledges and accepts that Child Protection Policies are the responsibility of the hirer. Hirer Groups who work with children or vulnerable adults are required to inform the church of the safeguarding policy for their group or organisation. The Parochial Church Council of The Church of the Good Shepherd, Tadworth has adopted the policy and procedures of Southwark Diocese: A safe Church - "Safeguarding Children and Adults who may be vulnerable". A copy of this policy can be found at the back of the Church and summary in the Hall kitchen by the First Aid equipment.

The Parish Safeguarding Officers are named within our safeguarding policy, which is displayed in the hall, church and online at <https://www.goodshepherdadworth.org.uk/safeguarding-policy>

You are required to ensure that:

- Children and Adults who may be vulnerable are protected at all times by taking all reasonable steps to prevent injury, illness, loss or damage occurring.
- You must carry the associated liability insurance.

9. Indemnity and Insurance

The Hirer shall indemnify and keep indemnified (except in the case of negligence causing death or personal injury) each of the Trustees of the Church of the Good Shepherd and its respective employees, contractors, volunteers, agents, and invitees against:

- the cost of repair of any damage done to any part of premises including the curtilage thereof or the contents of the Hall and associated rooms under hire agreement.
- all actions, costs, claims, proceedings, and costs of proceedings arising from the use of the rooms by the Hirer or any of their attendees or breach of any of the Hire Conditions or any other conditions specified to the Hirer.
- all actions, costs, claims, proceedings, and costs of proceedings, including without limitation, damage for loss of property or damage to persons arising from the use of the hall and associated rooms and the storage of equipment by the Hirer. The Hirer shall make good or pay for all damage including accidental damage to the rooms under the hire agreement or to the fixtures, fittings or contents or for the loss of contents.

The Hirer undertakes that:

- in the case of the Hirer being a firm or company or business organisation, to have all relevant and appropriate insurance (which shall also include public liability insurance with a minimum public liability cover of £1,000,000).
- any person, firm or company engaged by the Hirer for the provision or supply of goods or services in connection with the hire of the premises shall have all relevant and appropriate insurance which shall include public liability insurance with a minimum public liability cover of £1,000,000.

10. Accidents and Dangerous Occurrences

The Hirer shall ensure that the appropriate medical assistance is sought, via either in house first aiders or qualified medical professionals. Any failure of equipment provided or owned by the Church of the Good Shepherd must also be reported as soon as possible to the Hall Manager.

Any accident or near miss caused by church property or church provided / owned equipment must be reported to safety@goodshepherdadworth.org.uk

11. Stored Equipment

The Church of the Good Shepherd may provide storage space for regular users and may charge a deposit for the use of a key to such spaces. The keys remain the property of the Church of the Good Shepherd and



on request must be returned. The Church of the Good Shepherd accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored by agreement must be removed at the end of each hire period or storage period. The Church of the Good Shepherd may dispose of any such items 7 days thereafter by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer daily storage fees incurred in storing or selling or otherwise disposing of the same.

12. Cancellation by the Hirer

If the hirer cancels a booking before the date of an event and the Church of the Good Shepherd is unable to conclude a replacement booking, the Church may take the decision to withhold all or part of any deposit or hire charge held. This final decision will be made at the Church of the Good Shepherd's discretion. Notification of non-use of the premises associated with a regular hire agreement must be made 10 days in advance of the event, **not after**. All regular hall users will be invoiced monthly in arrears.

13. Cancellation by the Church of the Good Shepherd

The Church of the Good Shepherd reserves the right to cancel any hire by written notice to the Hirer.

- in the event of the Hall being required for use as a Polling Station
- if the Hall Manager reasonably considers that such a hire may lead to a breach of licensing conditions or any other statutory or legal requirements, or unlawful or unsuitable activities may take place at the hired premises as a result of the hire.
- If the premises have become unfit for the use intended by the Hirer, the Hirer shall be entitled to a refund of any deposit paid but the Church of the Good Shepherd shall not be liable for any resulting direct or indirect loss or damage whatsoever.