

ST LUKE'S COMMUNITY HALL

Norfolk Road Maidenhead SL6 7AT



TERMS AND CONDITIONS OF HIRE

1. All applications for hire must be in writing either via the online booking system or on an application form forwarded on completion to the Treasurer. The person making the online booking or signing the form shall be considered the Hirer. Where an organisation is named, that organisation shall also be considered the Hirer and shall be jointly and severally liable with the person making the original booking.
2. The Trustees reserve the right to refuse or cancel a letting without giving a reason. However, they will normally give 28 days' notice to terminate a regular booking.
3. By making a booking the Hirer is committing to pay the full letting fee. However, in the case of cancellation the following conditions apply:
 - a) A regular Hirer (i.e. one booking a series of lettings on a regular basis, e.g. for a club meeting) may cancel a single session provided 7 days written notice is given to the lettings officer, and no fee for that session will be payable. If no notice is given then the full letting fee will be charged. 28 days' notice is required for the permanent termination of a regular booking.
 - b) A casual Hirer (e.g. a booking for a birthday party) may cancel a booking provided 7 days written notice is given to the letting officer, in which case one half of the letting fee will be refunded. If no notice is given then no refund will be paid.
4. The Hirer shall be liable for all loss, damage or injury to the premises, furniture or fittings occurring during the period of hire. All damage and breakages must be reported to the Treasurer within 48 hours and a charge will be made for the full replacement cost.
5. Placards, posters or notices may only be displayed with the consent of the Caretaker or a Trustee.
6. No exits must be blocked; chairs, tables or other obstructions placed in front of doors, and FIRE EXTINGUISHERS MUST NOT BE TAMPERED WITH OR MOVED.
7. The Trustees shall NOT BE RESPONSIBLE for any loss, damage or injury which may be incurred by or be done or happened to any person or persons resorting to the premises during this hiring, arising from any cause whatsoever or for any loss due to any break down of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God, which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify the Trustees against any claim which may arise out of the hiring in respect of such loss, damage or injury.
8. All furniture or equipment etc. brought onto the premises by the Hirer must be removed at the end of the period of hire unless prior agreement for storage has been made.
9. The Trustees shall not be responsible for any property of the Hirer whilst on the premises or for any property stored (with consent) on the premises.
10. No additional light fitting or electrical appliance beyond those provided shall be used without the consent of the Trustees, nor shall there be any interference to those provided.
11. When music systems or amplification equipment are used, the Hirer is expected to ensure that the volume does not unduly inconvenience neighbours.
12. No annoyance, inconvenience or disturbance should be caused to any occupier of adjacent premises or any member of the public.
13. No nail or fastening shall be driven or put into the wall, floor, furniture or fittings of the premises inside or outside of the building.
14. The Hirer shall permit the Trustees or their representatives access to the premises hired to ensure compliance with these terms and shall permit users of other parts of the premises reasonable access to them.
15. Subletting of the hired premises is not permitted
16. Smoking is prohibited on the premises at all times
17. The premises are not licensed for the sale of alcohol and if alcohol is brought into or consumed on the premises the licensing laws must be obeyed.
18. At the completion of the hiring the premises, furniture and fittings must be left in good order and condition the floors clean, chairs and tables returned to their original positions and curtains drawn back.
19. Failure by the Hirer to observe any of the above terms of hire will result in cancellation of further bookings and no future applications from the Hirer will be considered.
20. The premises must be vacated by 23.00 hours.
21. In the case of single event bookings, full payment must be received when the booking form is returned. The booking will not be treated as confirmed until such payment is received.
22. **There is an absolute maximum of 60 persons (children and/or adults) allowed in the Hall at any one time.** Hirers must ensure that this number is not exceeded.