St Aidan's Hall (Berwick) Trust

Registered Charity No. 1212474
Website: www.staidanshallberwick.org.uk
46 Church Street, Berwick upon Tweed TD15 1DX

CONDITIONS OF USE

It is important when you hire or use St Aidan's Hall that you read and understand these Conditions of Use. They apply in all cases, whether you have formally agreed to them or not.

The premises may be let upon application to the Secretary by way of a completed booking. This may be made using the written form or by making application online via our website. Hire charges for non-regular users are payable on receiving confirmation of your booking.

Hire Charges – Hire charges for use of the premises are set by the Trust Committee and displayed overleaf. The period of hire shall include time necessary for any setting up and clearing of the premises by the hirer and the minimum hire period shall be 1 hour. Hire charges for regular user groups in long-term use, may be negotiated to the benefit of both the group and the Trust, their hire charges are due by the 21st day of the following month.

Use of premises, Supervision – The hirer (or his/her authorized representative) must be present during the period of hire and ensure that terms and conditions are observed. The hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however light or change of any sort and the behaviour of all persons using the premises whatever their capacity. The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, lights, heating, taps, equipment etc. all turned off. All rubbish must be removed, bags are provided for this purpose, the building itself secured unless directed otherwise, and the key returned to the key safe after locking up. Any contents temporarily removed from their usual positions should be properly replaced. **If the Hirer fails to meet this requirement, the Hall Trust shall be at liberty to make an additional charge.** The basic rule is that the halls and facilities should be left as they were found. The hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. The hirer shall not use the premises for any purpose other than that described in the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the premises. The sale of alcohol is subject to special rules and permissions, please advise the Secretary when making the booking if alcohol is to be sold. The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

No Alterations – No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Trust. Any approved alteration, fixture or fitting, if removed, must make good to the satisfaction of the Trust, any damage caused to the premises by such removal.

Cleaning
If used, you will be responsible for cleaning the kitchen, including all crockery/utensils/appliances etc. used and wiping down all surfaces and ensuring all equipment is put away.

If the freezer is required for any activity, 48 hours notice will be required.

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. All rubbish must be taken away with you when you leave the hall.

A deposit of £50 will be required to cover the cost of cleaning after use should this be necessary. This deposit will be returned once we have checked that cleaning has been completed satisfactorily.

Use of electrical equipment – All portable electrical equipment brought into the building for use, should show that a safety check has recently been carried out on the equipment.

No Rights – The Hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

No Interference with the activities of other Hall users - Any use must be conducted in such a way that it does not unreasonably interfere with the activities of other Hall users by way of noise, disturbance or otherwise.

Safeguarding Children and Vulnerable Adults – The hirer shall ensure than any activities for children, young people and other vulnerable groups shall only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the hirer shall provide a copy of their Safeguarding Policy and confirmation that relevant checks have been carried out through the Disclosure and Barring Service (DBS).

Cancellation – Two weeks notice must be given **in writing** to the Secretary to cancel a booking otherwise the full amount of the charge will be due.

The Trust has Public Liability Insurance. It is pointed out that this is specific to the activity and business of the Trust and not to the activity or business of any hirer. All hirers must provide a copy of their Public Liability Insurance certificate when booking the hall.

All hirers should familiarize themselves with the Fire Precautions and Safety rules displayed within the premises and report any accident or premises damage immediately.
The key for the premises can be collected at the hall, on the day of use, by way of the keysafe, the code will be provided as required.

Hire Charges from 1stSeptember 2022

Main Hall - £14.00 per hour

Smaller Hall - £12.00 per hour

Both Halls - £20.00 per hour

These charges are payable at time of booking

Please make cheques payable to : St Aidan's Hall (Berwick) Trust
or
by BACS transfer: St Aidan's Hall (Berwick) Trust
Sort code: 205817
Account No.: 60089982
Using your organization name as reference.

ST AIDANS HALL (BERWICK) TRUST
Contacts for the Hall:

Chairman
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