The Rectory,
6 Penlline Road,
Whitchurch
Cardiff CF14 2AD

Tel: 02920 626072
Email: johndavis@cinw.org.uk

St Mary's / St. Thomas's / All Saints', Llandaff North / All Saints Rhiwbina

(Strikethrough where appropriate)

Church Hall - Single Event Hall Hire Agreement

Subject to the following terms and conditions it has been agreed that:

(Name):.....

Will have full access to the Church Hall, and use of equipment/facilities contained therein, on:

Date…….. Start Time…….. End Time……..

1. Public liability insurance – It is the responsibility of the person making the booking to ensure that any third parties/Organisation has up to date Public Liability Insurance covering all individuals and activities during the above-named event. The Taff Wenallt Ministry Area Council accepts no responsibility or liability in the event of an accident or incident resulting from persons or activities associated with this event.

2. All equipment remains the property of the Church. Replacement or repairs as a result of breakages, vandalism or misuse, will be paid for by the above-named person. You must leave the building in a Quiet and orderly manner.

3. The hall's fire safety regulations and safeguarding procedures must be complied with at all times.

4. You must not sell alcohol. Vaping or smoking are not permitted on or around the premises or in the building.

5. For Safeguarding of all children, and young people the following ratios apply:

   - 1 adult to 3 children from birth to 2nd birthday
   - 1 adult to 4 children aged 2 years
   - 1 adult to 8 children aged 3-7 years.
   - 1 adult to 10 children aged 8-12 years
   - 1 adult to 10 children aged 13-18 years

6. Any equipment brought into the hall by the user and/or third party must comply with the necessary standards. (such as any electrical equipment, which must have up-to-date PAT Test certificates). Any third party/Organisation providing entertainment must have all necessary licences (such as PPL/PRS licence for playing music).

7. For security reasons all doors and emergency exits must be checked and secured at the end of the hire period. **Additional terms and conditions specific to each church hall are listed in Appendix 1**

8. A 'Cleaning and Breakages' deposit of £50 must be paid by cash when booking. This deposit will be returned within 7-14 days of the event upon presentation of the signed receipt (overleaf). Deposits must be collected by the user from the church representative at an agreed time. **Your deposit will be retained in part or full by the church to pay for cleaning and breakages if this is deemed necessary**. **If the hall is left untidy at the end of your session, then cleaning will be charged at a rate of £20/hour. This will be deducted from your Cleaning and Breakages deposit.**

9. Any damage, accident or incident must be reported to the Hall Manager at the end of the hire period. (contact details in Appendix 1.) In the event of repairs costing more than £50, the person named above agrees to pay all additional repair costs, upon receipt of a fully costed invoice.

10. The hall, kitchen and toilets must be left clean and tidy on exit. The chairs and tables must be cleaned and returned to their correct places. Toilets must be inspected and cleaned if necessary. All rubbish/recycle bins must be emptied, and all rubbish/recycle bags must be removed by the user. A charge of £30 (deductible from the cleaning and breakages deposit) will be levied if full rubbish/recycle bags are left at the church hall—this will be paid to the person who has to empty the bins and/or remove the rubbish/recycle bags on your behalf.

11. The decision whether to clean, repair or replace may be made in consultation with the above-named person, but ultimately the final decision lies with the Ministry Area Leader of Taff Wenallt MA.

12. Failure to pay for repairs or replacement within one month of receiving a fully costed invoice will result in future access to the hall being denied. As a last resort debt recovery services may be employed to ensure full payment is received.

The hall is hired at a rate of £27/hour. Payment must be made by bank transfer to the church hall bank account, details to be provided on signing of this Agreement. An email receipt will be sent upon payment (see page 4), this should be retained as proof of booking. This £27/hour payment is non-refundable in the event of a cancellation and must be paid (along with the Cleaning and Breakages deposit) when booking.

I agree to the terms and conditions of use:

Print Name:..... Contact Number:……

Position in Organisation:.....

Signature..... Date:……

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(strikethrough where appropriate)

Single Event Hall Hire Receipt

Subject to the terms and conditions above (and in Appendix 1) it has been agreed that:

(Name):.....

Will have full access to the Church Hall, and use of equipment/facilities contained therein, on:

Date…… Start Time…….. End Time……..

'Cleaning and Breakages' deposit: **£ 50** (refundable, subject to terms and conditions)

Additional payment for hours booked: **£____**

Total Payment Received: **£____**

The hall is booked for £27/hour. This booking is non-refundable in the event of a cancellation.

Payment received by

Print Name:.....Warden/Hall Manager

(Signature) .....

£50 deposit refundable only on presentation of this receipt - please keep it safe!

APPENDIX 1

CHURCH HALLS - CONTACT DETAILS AND ADDITIONAL REQUIREMENTS

1) ST MARY'S CHURCH HALL

Penlline Road
Whitchurch
Cardiff

Contact: - Jill Evans
Tel: 02920 625019 Email:

Hall hire does not include use of the small room at the back of the church hall, or use of any equipment contained within this room. This room is used full time as a nursery and is not available for use. Hall hire does include use of the toilets in the back room—We simply ask you to take care not to disturb or damage any nursery equipment when accessing the toilets.

2) ST THOMAS'S CHURCH HALL

Pantbach Road
Birchgrove
Cardiff

Contact: - Nick Goss Tel: 07739 531115 Email: nickgoss1962@gmail.com

The kitchen and Janitor's storeroom are out of bounds to any persons under 18 years of age.

Use of smoke machines is not permitted, due to the presence of smoke detectors. Helium balloons should not be used, since the hall ceiling is very high and if they escape and cannot be recovered, they may set off the motion sensors used with the intruder alarm.

Vehicles must not be parked down St Thomas' Close. This is a private road; parking is for residents only.

3) ALL SAINTS', LLANDAFF NORTH CHURCH HALL

Gabalfa Road
Llandaff North
Cardiff

Contact: - Jayne Lewis Tel 07375243768 Email: jaynelewis19@yahoo.com

4) ALL SAINTS', RHIWBINA CHURCH HALL

Heol y Felin Rhiwbina, Cardiff CF14 6NT.

Contact: - Annette Jones
Tel: 0754 8833846 Email: annettedance.1956@gmail.com

Please do not park in the Residential cul-de-sac at Maes- y- Deri, please park at Heol-y-Felin. CF14 6NT.