

**IMMANUEL CHURCH HALL - Party Booking Conditions of Hire – 1 February 2008**  
**THIS IS A NO SMOKING HALL. THIS RULE MUST BE STRICTLY ADHERED TO**

1. All persons hiring the Hall are subject to the following Terms and Conditions for lettings, a copy of which is attached and supplied to you.
2. All bookings must be made through the Hall Bookings Secretary.
3. **Emergency Safety Exits must be kept clear at all times, and are only for use in emergencies.**
4. **A responsible person over the age of 18 years must be in charge on the premises for the duration of any booking.**
5. Casual Bookings will attract a deposit of £10.00 and must be paid in full 14 days before the booking takes place.
6. No bookings to extend past 10.30 pm. If an extension of these times is required permission must be obtained from the PCC 1 month before the function takes place.
7. The Hall is not licensed for the sale of alcohol. If the sale of alcohol is to take place, a licence must be obtained **BY THE HIRER** and shown to the Booking Secretary if so requested.
8. If the kitchen is used, PLEASE leave it in a clean and tidy condition, otherwise a cleaning up charge will be made. No equipment is to be fixed to the cupboards or work surfaces in the kitchen. No cutlery or crockery can be provided by the Church, other than that in cupboard 5 under the sink. No equipment is to be removed from the Hall for any reason without prior permission of the PCC.
9. To comply with the Food & Hygiene Safety Act, by accepting this following condition the Hirer hereby indemnifies the Vicar, Church Wardens and PCC of Immanuel against any claims, losses or injury caused by the consumption of food prepared either in the Church Hall or by any food (prepared or otherwise) brought into the Church Hall by the Hirer or a third party authorised by the Hirer.
10. **Children under 10 years of age are not permitted in the Kitchen. This is because of the terms of our Public Liability Insurance.** If you do allow under age children into the kitchen, it is at your own risk.
11. **NO FOOTBALL OR HARD BALL GAMES ARE ALLOWED WITHIN THE HALL.** No Bicycles within the Hall.
12. No posters or notices should be fixed to any walls within the Hall. Notice boards are provided for this purpose. Similarly no posters etc should be fixed to the outside of the building other than on available notice boards
13. Any lost or unclaimed property will be disposed of after a period of three months.

14. You are expected to report any damage found to the Hall Booking Secretary. If you or your Group cause accidental damage you are asked to report it as soon as possible, otherwise damage will be charged to the last known user of the Hall. Any accident which results in injury to any person using the hall during a booking must be reported to the Hall Booking Secretary.
15. Please remember this is a residential area and give due consideration when leaving the Hall after an evening function.
- 16. THE HALL MUST BE LEFT CLEAN AND TIDY AFTER EACH SESSION AND ALL RUBBISH TAKEN AWAY.**
17. You are expected to sweep up any spillage. Brooms and a mop and bucket are available for your use and are stored in the kitchen. You are responsible for taking away all rubbish. Please re-stack any tables and chairs that you have used.
18. Car Parking is available but is a shared facility with the Church. Please use with consideration and leave the driveway clear for emergency vehicles. Please **DO NOT** park vehicles on the grass verges or paved walkways. If the Car Park is full, please use the side roads.
19. **MAXIMUM NUMBER IN HALL AT ANY FUNCTION - 100 persons.**
20. **PLEASE REMEMBER THAT ALL AREAS OF THE HALL ARE NO SMOKING AREAS. FAILURE TO COMPLY WILL RESULT IN CANCELLATION OF FURTHER BOOKINGS. PLEASE ENSURE THAT YOUR GROUP OR PARTY IS AWARE OF AND RESPECTS THIS RULE.**

Booking Secretary and Key Holder **Mrs Wendy Bramwell** 4 Edward Road Birmingham  
B14 5UA Telephone: 0121 430 7117

**THESE CONDITIONS ARE SUBJECT TO REVISION AT ANY TIME.**