



All Hallows Church, 24 Regent Terrace, LS6 1NP. Registered Charity No: 1184558  
Booking Secretary: Dee – 07419 741565. [dee.waite@allhallowsleeds.net](mailto:dee.waite@allhallowsleeds.net)  
[www.allhallowsleeds.org.uk](http://www.allhallowsleeds.org.uk)

## **Hire of Premises - Terms & Conditions**

### **Welcome**

All Hallows' Church has various spaces and great facilities available for hire. In this guide you will find information to help you with your booking, along with the terms and conditions of the use of our premises and facilities. They are for your benefit, information and safety, and **must be adhered to as part of the hire agreement.**

In the spirit of hospitality, All Hallows' Church aims to welcome a wide range of people, groups and organisations into our building, and therefore we try to keep our room costs as low as possible to ensure that all groups can use our facilities. However, there are certain costs that we have to cover and we want to maintain our facilities so that they can continue to be used by the community for as long as possible.

Because we do charge such low prices at All Hallows' we ask that groups that can afford to give more do so, as a generous donation to help maintain the facilities and allow us to continue supporting community activities.

### **Our vision for our building**

The premises are for the use of groups from All Hallows' Church and the promotion of Christian activity and education generally. They are also for wider community use, both for Hyde Park and beyond.

### **Facilities**

We have facilities for meetings, parties, events, and regular bookings. There is a fully equipped kitchen as well as male and female toilets including inclusive facilities and baby changing facilities. Our building is fully accessible to wheelchair users. There is also a car park on site.

## **1. Making a Booking**

Please follow the booking process below for all bookings.

- a. Call or email the Booking Secretary to check that your preferred date(s) and time(s) are available and to discuss whether we can provide you with the space and equipment you require.
- b. Complete the Booking Form once availability is confirmed. Where possible this should be completed at least four weeks before the date of your booking.
- c. Return your Booking Form to the Booking Secretary along with a Booking Deposit – for bookings costing over £50 the deposit is 25% or £50, whichever is the greater. For bookings costing under £50 full payment is required with the Booking Form. Cheques should be made payable to “All Hallows’ Leeds”, cash can be given to the Booking Secretary.
- d. Once the Booking Form is returned and the deposit is paid, the Booking Secretary will review the form before contacting you to confirm the booking and arrange any further details.

### **Important**

It is important that you carefully read and complete each section of the Booking Form providing as much information as possible.

All Hallows’ Church reserves the right to refuse a booking if wrong, insufficient or misleading information is provided.

If you have any special requirements or requests, please keep in mind that it may take the Booking Secretary longer to confirm your booking.

We have lots of regular activities and groups in the building, please be aware that these take priority over external or one-off bookings.

Each application is considered on its own merits. The decision of All Hallows’ Church is final and the Church has absolute discretion to accept, reject or cancel any application at any time without explanation. All Hallows’ Church representatives shall have free access to the premises at any time during the hiring.

## **2. Successful bookings**

Once any final details have been discussed the Booking Secretary will send you an email confirming all the details for your booking.

## **3. Paying for bookings**

All bookings must be paid in full before the event. The balance of the Hire Fee (along with a Damage Deposit and Caretakers Fee) must be received no later than 14 days before the date of the event.

All Hallows’ Church reserves the right to cancel the event if this condition is not met.

Please be aware that when paying into our Bank Account, in particular Refundable Fees, it can take up to two weeks for funds to be returned to you, cash however can be returned quicker.

## **4. Damage deposit**

A Damage Deposit cheque/cash of £50 is payable (in addition to the Hire Fee) 14 days before the date of the event. If your booking is recurring, the Damage Deposit will be retained until your booking ceases. If there are no additional charges made to cover damage, breakage, or special cleaning, and provided any keys are returned to the Booking Secretary, the Damage Deposit will be returned. Failure to leave on time will incur a surcharge and/or reduction or forfeit of the Damage Deposit.

## **5. Caretakers fee**

A non-refundable Caretakers Fee of £10 is added to each one-off booking and is payable (in addition to the Hire Fee) 14 days before the date of the event. This does not apply if the booking is recurring and/or you are provided with a key.

## **6. Regular bookings**

We are happy to accept regular bookings and will discuss a discount accordingly. It is the responsibility of the Hirer to give at least a months' notice of their intention to end the booking, otherwise we will assume the booking is to continue as normal and rates will be charged. A months' notice will also be given by the Church if we need to withdraw your booking. When making a regular booking the church will require one month's payment in advance and the Damage Deposit.

## **7. Keys**

If agreement is made to provide a key this must be signed for by the hirer of the premises on collection from the Church and is the responsibility of the hirer. For one-off bookings keys must be returned to the Caretaker at the end of your booking or the Booking Secretary the next day. For recurring bookings you must return the key to the Booking Secretary at the end of all your booked sessions. Any loss must be reported in the first instance to the emergency contacts named on the last page or the Bookings Secretary. Non-return for any reason will result in forfeit of the £50 Damage Deposit.

## **8. Withdrawal of permission**

When permission has been granted for regular use of the facilities, the permission may be withdrawn if the hirer fails to keep to the terms and conditions. The Church reserves the right to prohibit the use of any of the facilities at any time if, in its opinion, the facilities are unfit for use.

## **9. Cancellation**

If the Church has to cancel the booking due to the actions of the hirer, for example, if the balance of the Hire Fee is not received 14 days before the date of the event, the hirer will forfeit the Booking Deposit.

Cancellation by the hirer must be in writing to the Bookings Secretary, received at least *28 days before the event*, otherwise the hirer will forfeit the Booking Deposit. Cancellations received within *14 days of the event* will result in the hirer being charged the full value of the Hire Fee.

## **10. Public liability insurance**

Bookings may require their own public liability insurance, which will need to be shown to the Booking Secretary when applying for the booking.

Hiring All Hallows for a private social event is covered by All Hallows' insurance. Exclusions apply, please check with the Booking Secretary for details.

Non-private hirers are required to have adequate insurance in force for all legal liabilities which could arise, including death or personal injury, to third parties (including employees and volunteers), or damage to the Church or the property of others, arising from your occupation and activities while at the premises. We retain the right to check the existence of such cover on request.

## **During your booking**

### **11. Hirer's responsibility**

Bookings can only be considered from people who are at least 18 years old. The person making the booking is expected to be responsible for all negotiations and arrangements with the Church. Hirers are responsible for people entering and leaving the premises during their booking.

The hirer or their representative (named on the Booking Form) must be present throughout the booking. The hirer will not use the premises for any purpose other than stated on their Booking Form.

Organisations are responsible for conducting their own Risk Assessments before using the premises. A template Risk Assessment form can be obtained from the Booking Secretary.

It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. Any accidents which do result in an injury must be reported to the Booking Secretary within 24 hours of the event.

## **12. Timings**

The arrival time on the Booking Form is the time when the hirer or the hirer's agents require entry to the building to set up the event in the room(s) hired, and the time which the Caretaker will arrive to provide access. Access will not be available prior to this time. (Please do not knock on the Vicarage door).

The departure time on the Booking Form is the time when the hirer, their clients, guests or agents have cleaned and cleared the premises to the condition as at the start of the event and have all left the premises. The departure time can be no later than 11pm. The hirer needs to timetable the event to meet this requirement. Failure to leave on time will incur a surcharge and/or reduction or forfeit of the Damage Deposit.

## **13. Use of the kitchen**

Kitchen usage may need to be shared if two hirers both need this facility. This will be agreed in advance when the bookings are made.

When hiring the kitchen it is the Hirers responsibility to ensure that persons are covered by and comply with the food safety standards when using the kitchen. If the dishwasher is used, careful note must be made regarding its correct operation.

## **14. Car parking**

There is parking in our Church car park. We have approximately 8 parking spaces. If your event will necessitate parking in the adjacent streets please respect our neighbours.

## **15. Alcohol and gambling**

In accordance with Leeds City Council's licensing laws, **proof of age must be produced** if requested. The premises are not licensed. If alcohol is to be consumed during the hire, the hirer is responsible for obtaining any necessary licence. Without the relevant licence alcoholic drinks may **not** be sold or purchased; neither may a "donation" be offered or accepted. Alcohol may be served only to guests for moderate consumption within the confines of the building. Proposed use of alcoholic drinks must be indicated on the "Hire of Premises - Booking Form" in order that the granting of specific prior approval may be considered. For more information on licensing go to [www.leeds.gov.uk](http://www.leeds.gov.uk).

Gambling is not permitted in any part of the building.

## **16. Telephones**

There is no public telephone in the building. It is therefore a requirement that a mobile phone is available within your group for the duration of your booking.

## **17. Disabled access**

Wheelchair access to the Church building is possible and there are toilet facilities for wheelchair users.

## **18. Music and audio visual equipment**

All music must stop at 10.30pm. Please be sensitive to our neighbours with regard to volume.

Please be aware that your Hire Fee does not include the use of any musical or AV equipment belonging to the Church and this will be charged separately. Musical or AV equipment belonging to the Church must only be used if permission has been given as part of your booking. The AV desk is only to be used by an authorised person from the Church. If you require AV please indicate this on your Booking Form so we can discuss your requirements and charges. Remember to bring sufficient extension cables/multi-way adaptors if required.

## **19. Neighbours and noise**

The Church is in a residential neighbourhood and seeks at all times to ensure considerate behaviour towards our neighbours. Hirers of the premises are expected to follow this policy and in particular hirers are requested to control noise levels both within the building and outside, especially when leaving at the end of an evening's hire. Hirers have a responsibility to ensure that people behave in an orderly and considerate manner at all times.

Hirers must ensure that there is **no inconvenience caused** to other hirers or to neighbouring residents particularly, keeping sound to reasonable levels.

## **20. Damages**

The hirer, during the period of hire shall be responsible for supervision and security on the premises, protection of fabric and contents from damage. If any damage is done to the premises or equipment during your occupancy, please report it to the caretaker and record it on the End of Booking Checklist. Serious damages or damages causing a danger should be reported immediately.

The hirer shall pay for any damage or breakage to fixtures and fittings on the premises during their hire period. This includes all entrances, grounds and car park. No decorations or other material should be fixed to the walls, ceiling or doors without the express permission of All Hallows' Church. The cost of minor damage will be deducted from the Damage Deposit. Major damage must be rectified by the hirer within 30 days of the booking. Failure to do this will mean the Church charging the hirer the full cost of rectification.

The Church accepts no responsibility for theft or damage to any articles belonging to hirers, their clients, guests or agents. Cars and their contents are left on the car park at the owners' risk.

## **21. Smoking**

The building is ENTIRELY NON-SMOKING, including e-cigarettes.

## **22. Emergencies**

Hirers must familiarise themselves with the location of all exits, emergency exits and fire extinguishers. Emergency exits must be kept free at all times and fire regulations must be observed. Parked cars must not block the emergency exits, which include the front door. Emergency contact numbers can be found at the end of this document and are also displayed inside the entrance to the Church.

## **23. Health and safety**

Our Health and Safety Policy is available on our website (<http://allhallowsleeds.org/documents/>). Please ensure you read this. All hirers are required to confirm that they have read the policy and agree to adhere to the principles within it.

## **24. Limits on numbers**

In the interest of safety, there are restrictions on the numbers permitted at different types of functions in the various parts of the building. You are therefore required to disclose the nature of the function on the Booking Form at the time of booking. Failure in declaration may leave the event open to cancellation at any time at the discretion of the Church.

## **25. Safeguarding**

The Church has adopted the Policy Statement on Safeguarding in the Church. The hirer shall comply with this and sign to confirm (it can be found on the web-site (<http://allhallowsleeds.org/documents/>) or a copy can be made available on request). The hirer shall be responsible for the safety of children and/or vulnerable adults on the premises and ensure that they are kept safe from harm at all times during the hire period. If you will be using the Church for children and/or vulnerable adults you will be required to provide written confirmation that you have a child protection policy and you use the Disclosure and Barring Service (DBS) where appropriate.

At all times there must be an appropriate number of adults present for supervision of children. You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any loss, damage or harm. We would expect compliance with current safeguarding legislation.

If you have sole access to the Church we recommend that you lock the front door when you are inside. The lock does not require a key to operate it from the inside.

## **26. Electrical appliances etc.**

No electrical appliance or outlets may be altered, modified or tampered with in any way.

Any **electrical equipment brought onto the premises** and used there by the hirer or the hirer's agents shall be safe and in good working order and used in a safe manner.

Portable gas appliances or other equipment involving the use of a naked flame are not permitted.

## **27. First aid**

A First Aid kit is available in the Church kitchen. Hirers are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury/illness as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event. Incidents must be reported to the Bookings Secretary within 24 hours. Any apparatus or equipment involved must, by law, be retained for inspection.

## **28. Fire**

Fire Exits and exit routes are signed. At the beginning of each event please ensure that all occupants identify the exit routes in the event of fire. No inflammable solvents or other hazardous materials or equipment may be used on the premises. No smoke machines are allowed to be used (e.g. during discos) as these will set off the smoke alarms.

The hirer is responsible for safety and security during the hire and must ensure all exits are kept clear. The fire brigade must be called to any outbreak of fire however slight and the incident reported to the emergency contact (on the back page). Please familiarise yourself with where extinguishers, fire blankets and exits are before your event. In the event of a fire it is the hirer's responsibility to call the fire brigade as the alarm will not automatically alert them.

## **AT THE END OF YOUR BOOKING**

You will be provided with a Booking Checklist to ensure the premises are left as you found them. This includes:

## **29. Cleaning**

The premises should be clean and tidy when you arrive (if this is not the case please contact the Bookings Secretary). Please ensure they are clean when you leave. If you have used the kitchen/cafe tables all surfaces must be cleaned with anti-bacterial cleaning products. Cleaning equipment is available:

- A vacuum cleaner can be found in the cupboard between the Chapel and the stairs.
- Cleaning products can be found in the kitchen cupboard above main washing up sinks.

### **30. Waste and rubbish disposal**

***You will need to provide your own rubbish sacks.*** Food waste and all other rubbish should be placed securely in plastic sacks and removed from the premises at the end of the event. Glass should be taken to the nearest recycling facility.

The Church does not have a facility to remove your rubbish for you. Church dustbins should not be used as these will fill quickly and the council will not remove extra rubbish sacks. Thank you for your co-operation in this matter.

### **31. Storage**

Hirer's belongings and equipment must not be left on the premises outside the booked hours unless previously agreed by the Booking Secretary. There may be a fee for storing goods.

Failure to leave the building clean and tidy will incur a surcharge and/or reduction or forfeit of the Damage Deposit.

### **32. Returning keys**

If you signed keys out these must be returned after your booking to either the Caretaker or the Booking Secretary.

### **33. Locking up**

If you are the last person/group to leave the Church you will be asked to follow the Booking Checklist for closing the Church.

### **Emergency contacts**

Heston Groenewald                      07595 261389

Andrea Hill                                07970 749329

Dee Waite                                 07419 741565