***RPLC***

***Richmond Parish Lands Charity*THE VESTRY HALL**

**Terms and Conditions of Hire**

(Revised 2016)

1. The Vestry Hall has a seating capacity of **60 people**.

This number must not be exceeded without prior approval from the RPLC office.

1. **Application and Payment**

2.1 **Provisional bookings** may be made by telephone to the RPLC 020 8948 5701. They **must be confirmed within 10 days** from the date of booking using an Application Form from the RPLC.

2.2 The person signing the form must be clearly identified and will be deemed to be the hirer for legal purposes.

2.3 Full payment should be received **one month in advance** of the meeting.

2.4 Submission of an application will be taken as signifying the applicant's acceptance to these terms and conditions.

2.5 Please note, there is a £20 (voluntary organisations) and £30 (commercial organisations) cancellation fee per meeting. Fees relating to bookings cancelled less than one month before the event are non-refundable.

2.6 The Hall is **not licensed** for **music, dancing or public entertainments**. In certain circumstances music can take place **but subject to prior written agreement only.**

2.7 Acceptance of a booking from a religious or political organisation does not imply endorsement of the activity.

2.8 The RPLC may not be held liable for decisions or actions taken by people attending meetings organised by those hiring RPLC facilities.

2.9 The Trustees reserve the right to refuse any application without stating their reasons. The Trustees reserve the right to cancel a booking by notice in writing and to re-let the Room. In such a case they will refund any letting charge that has been paid, but the Trustees shall not be liable to pay any compensation to any person in respect of such cancellation.

2.10 A first aid kit is available in the kitchen.

2.11 The Hall must be vacated by 10.30pm.

2.12 Hire charges are reviewed annually and are implemented on 1 July.

**3 Regulations**

3.1 In the event of fire, the hirer will be responsible for the safety of all persons attending the meeting. **A Fire Safety and Evacuation Plan** is displayed on the noticeboard. Hirers are asked to note the two fire escape routes and the location of fire extinguishers - these should be pointed out to **all** attendees. In accordance with the fire regulations the outer door of the Vestry Hall **must** be left open (on the hook provided) during meetings.

3.2 If any damage is done to the building, walls, furniture, fittings or equipment including kitchen equipment, RPLC must be notified immediately. The cost of making good will be chargeable and must be paid by the hirer to the RPLC. Any spillages to the carpet must be dealt with immediately by applying cold water and blotting with paper towels.

 3.3 The hirer is required to see that all equipment in the kitchen is washed up and put away. All food etc will be removed on Thursday evening. The lavatory areas are to be left neat and orderly after the meeting.

 3.4 The hall must be left in a clean and tidy condition and the chairs must be stacked against the wall nearest the kitchen with chairs marked in red stacked separately.

 3.5 The Trustees will accept no responsibility or liability in case of fire, damage, loss or otherwise for articles brought into or left upon the premises by the hirer or any other persons.

 3.6 The RPLC's insurance policy provides cover for Public Liability providing RPLC are held legally liable for the injury/damage. For the protection of persons or companies hiring the hall they must hold their own **public liability insurance** to a limit of indemnity of no less than **£1,000,000** for any one claim.

 3.7 Alcohol shall only be brought into the premises with prior permission and may not be sold unless a licence has been obtained.

 3.8 **Hearing Loop and Overhead Projector**

Users are required to ensure that all remotes are returned and secure in the white cabinet and all power switches are turned off. If the remote is found to be missing a replacement charge will made prior to any further use of the hall.

**4. Prohibitions**

4.1 **NO SMOKING** is permitted anywhere in the Vestry Hall, the kitchen orthe lavatories, or outside the entrance passageway.

 4.2 Sub-letting by an applicant.

 4.3 The connection of any electrical apparatus to the electric supply without the express permission of the RPLC office.

 4.4 Fixing anything on to the fabric of the walls, doors or ceilings – internal or external. Hooks, screws, nails, pins, Sellotape, Blu-Tack and other adhesives are all banned. In the event of these being used a fine of £200 is payable and further use of the hall will not be permitted.

 4.5 Leaving large items in the Hall overnight without permission from the RPLC.

 4.6 Gambling or gaming.

 4.7 Passing through the doors marked **"PRIVATE ALARMED AREA",** thereby activating the alarm. *(In the event that this occurs, an additional charge of £50 will become payable)*

*4.8 RPLC will not tolerate physical or verbal abuse of our staff. Any such behaviour will result in immediate cancellation of all bookings with no refunds.*

**RPLC**

The Vestry House

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Tel: (020) 8948 5701

**Registered Charity No: 200069**