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# Church Hall Conditions of Hire

*Welcome! We are delighted that you would like to use our church hall. To help everyone enjoy the space safely and respectfully, please read these Conditions of Hire carefully.*

## Document history

Version	Date	Author/Editor	Approved by
1.1	04May26	Christine Bartlett	PCC 19 May 2026

**Review date: May 2029**

**Issued by:**

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### 1. Booking.

- Please use the booking form provided.
- The person or the authorised representative of an organisation completing the form will be considered The Hirer.
- If you need to cancel, before the date of the event and a replacement booking is not possible, the question of the payment or the repayment of the fee shall be at the discretion of the PCC. Cancelled sessions not notified until after the date of the event will normally be payable.

### 2. Housekeeping

- Please leave the Hall as you found it- clean, tidy, and with furniture back in place
- Please leave the Hall properly locked and secured unless directed otherwise by the Hall Manager
- Please remove all rubbish and unused food before you leave.
- If anything gets damaged or broken, please let us know promptly.

### 3. Purpose

- The Hall may only be used for the purpose described in the hiring agreement
- The Hall may not be sub-hired or used for any unlawful purpose.
- The sale of alcohol is not permitted.
- 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 dogs, except guide dogs, are permitted in the Hall.

### 4. Safety & Care

- Any electrical appliances you bring must be safe and in good working order.
- Please do not use trailing leads and multi-point adaptors.
- If preparing food, please comply with all the relevant health & hygiene legislation and regulations.
- The Hall and grounds are **no smoking and no vaping** areas.
- Please familiarise yourself with **fire exits, extinguishers** and the **emergency procedures which are on display**.
- Use of candles, (other than for a birthday cake) portable BBQ's, and electric fires are not permitted
- Regular hire groups are expected to have carried out their own Fire Risk Assessment.
- The emergency exit for disabled Hall users is in the main entrance.
- The maximum number of persons present in the Hall at any one time is 100.

### 5. Supervision and Responsibility

- The Hirer is responsible for the supervision of the premises, the fabric and contents, safety from any damage and the behaviour of all persons using the premises.
- The Hirer shall indemnify the church for the cost of repair or replacement due to any damage done to any part of the property or the contents of the buildings, furniture, fittings and equipment which may occur during the period of the hiring or as a result of the hiring.
- In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired St Barnabas Parochial Church Council (the PCC) shall not be liable to The Hirer for any resulting loss or damage.

## 6. Respect for Others

- Please keep noise levels reasonable, especially later in the evening

## 7. Safeguarding

- St Barnabas Safeguarding policy is available for viewing on the church website and is on display in the hall.
- The Hirer takes full responsibility for the safeguarding of any children or vulnerable adults attending the event.

## 8. Accidents & Insurance

- There is an accident book in the kitchen- please record any incidents or injuries.
- The Hirer is responsible for any accident or injury arising out of the activity for which they have hired the premises.
- It is the responsibility of The Hirer to ensure that the premises are safe for the purpose for which they intend to use them.
- The Hall's Property Damage insurance does not provide indemnity for individual private Hirers hiring the Hall. The Hirer will indemnify the PCC, its Officers and employees, against uninsured liability arising from the booked event.
- For regular hirers: please ensure that you have insurance cover for any activities that you undertake at the premises and any loss or damage to the building and it's contents.

## 9. Bouncy Castles

- The Hirer must advise the Hall Manager if a Bouncy Castle is to be used.
- The Bouncy Castle should not exceed 2.75metres (9 feet) in height to avoid contact with the ceiling.
- The Hirer should obtain the Castle from a competent Provider and comply with all Operating, Safety and Supervision Instructions throughout the Hire period.
- The Hirer must satisfy the Hall Manager that they are able to satisfy the requirements of item 8 (Accidents & Insurance section).