

CONDITIONS OF HIRE

1. **All hirers must ensure that their use of the halls complex complies with any Covid or other health restrictions in place at the time of their hiring and provide a Risk Assessment if asked.**
2. The Halls/Rooms are available to hire only to persons over the age of 21 and who must be on the premises for the whole of the hire period, must hold the caretaker contact details, and be responsible for:
 - a) acting as, or appointing, a '**Responsible Person**' (see Emergency Procedures, attached), the security and maintenance of order on the premises, reporting any damage to premises, fixtures and fittings, furniture, and equipment immediately;
 - b) indemnifying the Church for the cost or repair of any damage done to any part of the property or its contents or surroundings as a result of the booking;
 - c) taking out Public Liability Insurance. (Note: The Church is insured against any claims arising out of its own negligence.) Hirers using the Complex must exercise reasonable care and supervision. The Church Council does not accept liability for damage to, or loss of property, or personal injury and is not responsible for ensuring that outside groups have Public Liability Insurance. All hirers using the Complex do so at their own risk;
 - d) ensuring the premises are not used for any purpose other than that for which they were hired;
 - e) ensuring that fire exits are not obstructed, and that fire equipment is not moved or interfered with, except in an emergency;
 - f) ensuring the external fire doors are NOT opened, except in an emergency;
 - g) ensuring that no smoking takes place anywhere on the premises;
 - h) ensuring the electrical, lighting and heating systems are not interfered with;
 - i) ensuring that drawing pins, Blu-tack or similar adhesive materials are not used on the walls.
3. Hirers must adhere strictly to times and rooms for which bookings have been accepted.
4. Fireworks are not permitted within or around the halls complex without permission and appropriate public liability certificates
5. Ball games involving the throwing or kicking of balls are not to be played in the Halls/Rooms and children must not be allowed to play outside the Complex during a booking without adequate supervision and not at all in the vicarage driveway area.
6. Children are not allowed in the kitchen area
7. The Premises are not licensed for the sale of intoxicating liquors. However, no special arrangements are necessary at private functions for the consumption of alcoholic drinks provided no charge is made. No application for a liquor license may be made without prior notice to the Vicar or Church Wardens.
8. If music is provided, the Hirer is responsible for obtaining a PPL licence. The Church holds a PRS licence.
9. Consideration must be given to our neighbours and the noise from music, etc., should be kept to a minimum.
10. Car parking is at the car owner's risk. The Church accepts no responsibility for any loss caused while a vehicle is parked at the premises. Vehicles must not be left on the premises overnight.
11. The hired Hall or Room, Kitchen and Toilets must be left in a clean and tidy state. The cost of any additional cleaning will be deducted from your deposit should it be found necessary after your booking expires.
12. Loss, damage and/or breakages will be charged at replacement cost (including labour if applicable) and deducted from the deposit.
13. On leaving the premises, ensure all doors and windows are locked shut, especially fire exit doors, all lights are off (except any marked to be left on), that there is no one left on the premises (check the toilets) and that the front door is then securely locked.
14. All rubbish must be taken away at the end of the booking.
15. The Building Committee reserves the right to:
 - a) Withhold 50% of hire cost if booking is cancelled within the 14 days prior to the hire
 - b) Charge 15% interest on invoices unpaid by the payment deadline
 - c) Refuse a booking or cancel a booking – see Note 1

CHURCH OF KING CHARLES THE MARTYR POTTERS BAR CHURCH HALLS COMPLEX BOOKING PROCEDURE – One Time Hire

Introduction

The Church Halls Complex, completed in August 2003, is situated on the corner of Mutton Lane and Dugdale Hill Lane. It is modern, light and comfortable and meets all current standards including those for use by disabled persons. There is a private car park with additional parking available in adjacent roads. Several bus routes pass the Complex and it is within a short walking distance of Potters Bar Rail Station.

Two Halls, a Lounge and three Meeting Rooms together with Kitchen facilities are available for hire. The Main Hall and the Margaret Old Hall are both on the ground floor as is the fully fitted Kitchen. Upstairs are the Meeting Rooms and Lounge. The Lounge and one Meeting Room share a Kitchenette with beverage making facilities. To see photographs of the Complex, visit our website (www.kcm-church.org.uk).

The Halls and Rooms may be hired on Monday-Saturday, and limited use on Sundays.

Ground Floor	
Main Hall	13m x 10.5m, maximum capacity approximately 120 persons, 90 seated, vinyl covered solid floor, with a piano, sound system and data projector with large screen (ideal for quiz nights or similar).
Margaret Old Hall	10.35m x 7.7m, maximum capacity approximately 70 persons, 50 seated, vinyl covered solid floor with a piano & sound system
Kitchen	6m x 3.7m, industrial 900mm wide cooker with 4 top burners and two ovens plus 900mm wide warming oven. Standard under work surface refrigerator and double sink. A small number of cups and saucers are provided free of charge; drying cloths and other crockery/cutlery will need to be provided by the hirer, as required.
First Floor	
Maximum capacity 60 persons (Not accessible to wheelchair users)	
Meeting Room 1	9.6m x 7.1m, carpeted solid floor.
Meeting Room 2	8.2m x 7.1m, carpeted solid floor.
Meeting Room 3	7.2m x 5.25m, carpeted solid floor.
Lounge	5m x 4.5m, comfortable chairs for 8 persons, carpeted solid floor.
Kitchenette	Tea and coffee making facilities and sink, a small number of cups and saucers are provided free of charge.

NOTE

1. In the event where we feel there is reputational risk to our organisation, we have the ability to withdraw from the contract and cancel the booking of the event.
2. There is a defibrillator outside the entrance in case of an emergency, access is granted via the 999-phone call.

Halls Complex Address:	368 Mutton Lane, Potters Bar, Herts. EN6 3AS
Telephone Number:	01707 665579
Email address:	halls@kcm-church.org.uk

Booking Form – One Time Hire

Sept 2025

	Day	Month	Year
Date of event:			
Start time:		End time:	Hours:

Type of event: Number attending:
 Organisation:
 Organiser: Telephone:
 Address:
 Postcode:

Facilities Required (tick all that apply)

Ground Floor	Dimensions	Weekday	Weekend
☐ Main Hall	13m x 10.35m	£23.50 per hour	£29.50 per hour
☐ Margaret Old Hall	10.35m x 7.7m	£20.50 per hour	£26.50 per hour
☐ Kitchen		£18.00 per booking	£23.00 per booking

First Floor	(Not accessible for wheelchair users)		
☐ Meeting Room 1	9.6m x 7.1m	£17.50 per hour	£19.50 per hour
☐ Meeting Room 2	8.2m x 7.1m	£17.50 per hour	£19.50 per hour
☐ Meeting Room 3	7.2m x 5.25m	£16.50 per hour	£18.50 per hour
☐ Lounge	5m x 4.5m	£15.50 per hour	£17.50 per hour

A Charge per hour for Halls/Rooms £_
 B Number of hours _____
 C Hire charge (A x B) £_
 D Plus, Caretaker's open/close Charge (£25 weekday, £32 weekend, £35 weekend after 18:00) £_
 E Plus, Kitchen Charge, if applicable (£18 weekday, £23 weekend) £_
 F Plus, Hire of Sound System, or projector if applicable, £10 each £_
 G Total Hire Charge (C+D+E+F) £_
 H Deposit payable on booking (minimum 25%) (G/4) £_
 I Balance of hire charge (G-H) £_
 J Add Returnable Deposit £200.00
 K Total to pay (I+J) by (14 days before event) £_____

Number of chairs needed (maximum 100) (Halls only) * _____
 Number of tables needed (1800mm x 900mm, maximum 16) (Halls only) * _____

* Quantity available depends on requirements of other hirers.

Bookings Procedures

- Bookings may commence at any time but must be for a minimum of one hour.
- All bookings must finish by 11 p.m.
- Only those facilities booked in advance will be available for use.
- All hirers must carefully adhere to the full Conditions of Hire.
- If you are interested in making a one-time booking it is very important you telephone or visit the Parish Office situated on the ground floor of the Halls Complex to discuss your requirements and hall/room availability with the Halls Administrator. The Office will normally be open from 10 a.m. to 12 noon, Monday, Tuesday and Thursday. At other times a message can be left (01707 665579).
- Once a booking is agreed please complete and sign this form and send it to the Halls Administrator, together with your non-returnable initial payment of 25% of the booking fee, or the full amount if you prefer. The outstanding balance (including the £200 returnable deposit) must be paid not less than 14 days before the event.
- The form will be countersigned and returned to you to confirm the booking.

Insurance

As the owners of the Halls Complex the Church Council holds Public Liability cover but it is the responsibility of the Hirer to ensure that they have sufficient Public Liability cover in place. The Church Council reserves the right to ask for confirmation that cover exists before the Hall is hired, should it deem it necessary. In practice, most properly formed bodies do have such insurance cover and in the case of a small group affiliated to a national organisation it is usual for the national body to provide cover for such affiliated groups. Organisers of private events are reminded their events are run at their own risk.

Declaration

I/We agree to be bound by the conditions as set out in the Conditions of Hire and agree to indemnify the Church Council in the event of any loss or damage to the premises and for any claim made by any party for bodily injury arising out of our use of the premises.

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. 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 must complete details of any accident or incident on the form in the folder, which is located in the drawer in the disabled toilet, placing the completed form in the Office letterbox. The Hirer must notify the Building Management Committee of any incident (01707 665579) within 24 hours. Instructions about how to record the incident are given in the folder.

Signed _____ Accepted by _____

Print Name _____ Print Name _____

Date _____ Date _____

All payments by bank transfer only: 'The Church of King Charles the Martyr'

Sort code: 20-92-54

Account No: 13800180