



The Parish Church of
St Peter Great Berkhamsted



CONDITIONS OF HIRE OF THE COURT HOUSE

PLEASE READ CAREFULLY

The signatory of the Agreement to Hire the Court House must be present throughout the event and will be responsible for ensuring that the conditions are met in full.

GENERAL

If the hiring is not for an activity under the auspices of the Parochial Church Council of the Parish of Great Berkhamsted ("the Council"), then the hirer shall have in force valid public liability insurance at all times with a limit of indemnity of at least £2m, and upon request the hirer shall produce to the Council evidence of such insurance to include particulars of the insurer and the policy number. Furthermore, the hirer will indemnify and keep indemnified the Council against liability for any accidents howsoever caused and against all claims, demands and liabilities of any nature whatsoever, including any claim for which the Council might otherwise have legal liability.

The Court House may only be used for the purposes approved by the Management. The Management reserves the right to visit the building during the hiring.

All Court House electrical appliances are Portable Appliance Tested (PAT). Hirers are advised that any costs arising from electrical faults caused by equipment brought in by the hirer will be charged to the hirer.

The Court House is not licensed for public entertainment or for the sale of alcohol and must not be used for these purposes unless *Occasional Permission* has been granted. *Dancing is not allowed.*

Noise, including music, must not be allowed to annoy the neighbours. If music is played, sound levels must be kept down to a minimum.

If candles are used, great care must be exercised. Candles may not be more than 10cm high, preferably of the night-light type and fixed firmly in a non-flammable container not more than 10cm high.

Hirers should be aware that the Court House toilets are accessible at all times to people using the church.

Fire exits must always be kept clear.

CHILD PROTECTION POLICY

The PCC of St Peter's Great Berkhamsted has a child protection policy which is displayed on the notice boards of both church and Court House. Hirers of the Court House are asked to please make sure they have seen the document and conform to its requirements.

CAR PARKING

Car parking facilities outside the Court House are limited and not available on weekdays until after 6.30pm. There is a public car park nearby, off Water Lane, (behind Tesco's).

ACCESS

ACCESS is only permitted during the time specified in the Agreement. Food and equipment may not be brought in before the time and must be removed by the end of the stipulated time.

CLEARING UP

Before you leave, please ensure the premises are as you would wish to find them by:

- (a) Vacuuming the carpets and sweeping all areas used. Check that the toilets are presentable, and any nappies removed. Cleaning equipment is in a separate, locked cupboard.
- (b) Replacing tables and chairs according to the diagram. The diagram is displayed in both rooms, the kitchen and on the notice board.
- (c) Turning off all lights, closing windows and the curtains, closing interior doors, the hatch and leaving the main door closed, and locked if you have a key, when the building is vacated.
- (d) Removing everything you brought in, including all rubbish, (used nappies too). Clear your food and drink from the fridges and remove all equipment, all rubbish, all bottles, all plastic containers and all your glasses.
- (e) If the kitchen has been used you are asked to wet mop the floor and clean the sink and all surfaces including the cooker. Ensure all crockery and cutlery have been put away in their right places.
- (f) Please bring your own tea-towels: those in the kitchen are for church use and we do not have a laundry service. Please report breakages and damage as soon as possible.

If caterers are used, please make certain they are aware of the above conditions especially (d) and (e).

The Management reserves the right to amend these regulations and the booking fee at any time.

www.stpetersberkhamsted.org.uk/courthouse



Registered Charity No: 1130108

The Parish Office
The Court House
Berkhamsted HP4 2AX
☎ 01442 878227

✉ churchoffice@greatberkhamsted.org.uk

Housekeeping

To keep our prices low and for the convenience of all users, we require **all** Court House hirers to follow a few simple housekeeping rules before you leave the premises:



Clean up

- ✓ All crumbs & spillages cleaned up
- ✓ Surfaces wiped
- ✓ Floors hoovered/mopped



Stack furniture

- ✓ Stack all tables & chairs neatly in designated places (floorplan provided)



Turn off taps

- ✓ Toilets
- ✓ Kitchen



Rubbish out

- ✓ Empty bins & take bin bags away
- ✓ Take all empty bottles away
- ✓ Take all nappies away



Lights out

- ✓ Upstairs
- ✓ Downstairs
- ✓ Outside light

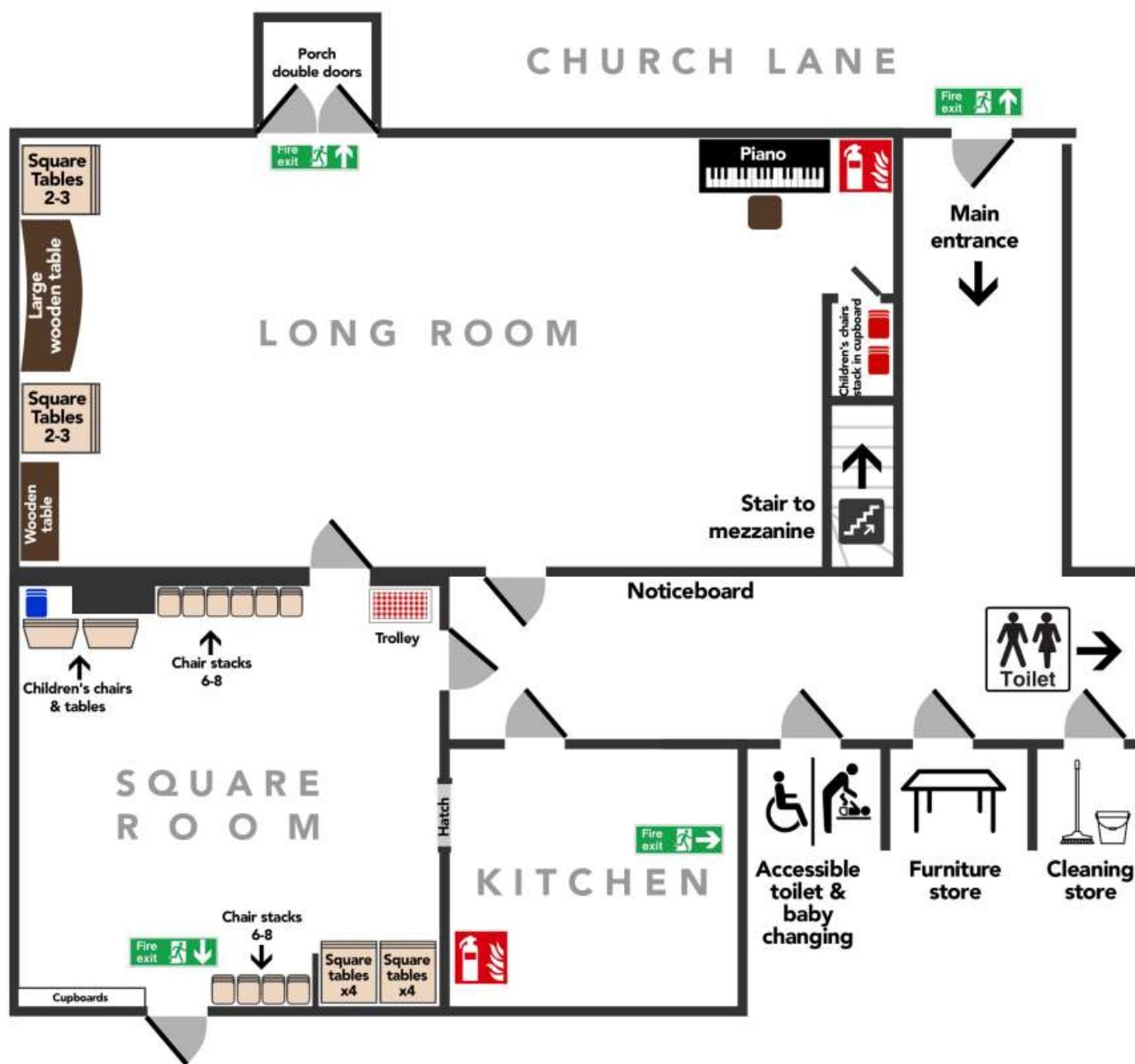


Lock doors

- ✓ Upstairs & downstairs fire doors
- ✓ Kitchen back door
- ✓ Double porch doors
- ✓ Front door (when you leave)

Furniture

Please ensure that all furniture is stacked neatly in the designated spaces shown below.



Parking

Please be aware that the car park does not belong to St Peter's Church.

Weekdays (Monday-Friday 8am-6:30pm):

Two spaces **only** are available to church and Court House users, as shown below.

Please do not park in other parts of the car park.

Weekends:

Church and Court House users have general access to the car park.

