

Amended: 16<sup>th</sup> March 2022 (v1.18)

The Hall, including the Dorothy Hall Suite is the responsibility of the Parochial Church Council (PCC) of Linslade and is run as a service to the community.

We wish to encourage the frequent use of these facilities by community groups at a cost that is as low as possible.

<b>Access/Keys</b>	<p>For occasional bookings, keys must be collected from Mrs Janet Miller.</p> <p>Keys must be returned immediately after locking up the Hall.</p> <p>Regular users may keep keys for the duration of their hire agreement.</p> <p>Loss of keys will incur a charge for the cutting of new keys and any replacement of the locks.</p>
<b>Cancellation</b>	<p>A letting may be cancelled at any time until 48 hours before the event without loss of the fee. After this time a handling charge may be retained.</p> <p>Regular bookings may also be cancelled by us. In such cases, we will give four weeks notice.</p> <p>In very exceptional cases, we may be forced to cancel a booking at shorter notice (e.g. because of heating failure, gas leak, power cuts, etc.) in which case we cannot be liable for any losses arising.</p>
<b>Car Parking</b>	<p>Use of the car park is included in the letting fee. Although it is large, we cannot guarantee that space will be available for all who wish to park. It is a condition of hire that the PCC and its officers will accept no responsibility for loss from or damage to vehicles in the car park.</p> <p>These are parked entirely at their owners' risk.</p> <p>Daytime users must not park in the Reserved spaces.</p>
<b>Charges</b>	<p>All payments must be by cheque (or Standing Order) and made payable to "Linslade Parochial Church Council"</p> <p>Charges must be paid in full at least 7 working days prior to the booking.</p>
<b>Safeguarding</b>	<p>Linslade PCC has its own Safeguarding policies and procedures.</p> <p>All Hall users who organise events involving children, teenagers and vulnerable adults must have similar policies in place, organise their own Criminal Records Bureau checks and carry their own public liability insurance as appropriate to the activity they are leading.</p>
<b>Clearing up</b>	<p>After use the Hall (and/or Meeting Room/s) must be thoroughly cleaned according to the separate checklist. If this is not adhered to, the security deposit will be retained to pay for additional cleaning. Please do not leave any food in the fridge and take all left over food and your rubbish away with you.</p>
<b>Consideration for our neighbours</b>	<p>Please discourage loud noise which might disturb our neighbours, especially late at night. Ball games are not permitted in the car park: please encourage children to play in the public park opposite the Hall.</p>

<b>Deposit</b>	An agreed security deposit is requested when booking a party. This will be returned after the booking unless there has been a breach of contract.
<b>Disabled Access</b>	Access to the Hall for wheelchair users is via the Link. A toilet for the disabled is provided in the Link, together with nappy-changing facilities.
<b>Heating</b>	Please do <b>NOT</b> adjust the radiators (or the thermostat) – the settings are to suit the majority of uses and if they are changed this inevitably causes a problem for the next Hall user.
<b>Exits</b>	There are two emergency exits to the Hall, one is at the end of the corridor in the Dorothy Hall suite, the second is along the other corridor past the toilets. There is a further emergency exit from the Link at the end of the passage past the disabled toilet. The double doors from the Hall into the Link are left unlocked. Please ensure the glass Link doors are locked at the end of your booking.
<b>Fire</b>	Unless otherwise stated, the hirer signing the booking form will be deemed to be the Responsible Person (as defined by the 2006 Fire Safety Order) who is responsible for keeping exits unlocked and clear, and for evacuation procedures in the event of fire or other emergency. The Fire Assembly Point is at the bottom of the car park. This responsibility includes pointing out the exits to all participants before your event starts. It should be noted that there is a manual fire alarm in the Hall. Please also refer to the Incident Procedure.
<b>Fire Extinguishers</b>	One extinguisher is available in the kitchen, plus a Fire Blanket. Two Extinguishers are available in the main part of the Hall.
<b>Fire Doors</b>	The doors leading to the Kitchen and the Dorothy Hall Suite from the Hall are Fire Doors and are <b>not</b> to be wedged open at any time.
<b>First Aid Kit</b>	A first aid kit is kept on the brown cupboard in the Hall. This is checked regularly – please inform us of any deficiencies.
<b>Defibrillator</b>	There is a defibrillator in the link between church and hall. If needed please follow instructions, ring 999 for an ambulance and inform the Hall Manager.
<b>Health and Safety</b>	It is the responsibility of the hirer to make clear to all participants the location of the fire exits and the procedure in the event of an emergency evacuation. The PCC. and its officers cannot be held responsible for loss, damage or injury whilst on the premises.
<b>Licensing</b>	The Hall is NOT licensed for the sale of alcohol. Event organisers may ask for donations for alcohol but may not offer alcohol for sale. If a temporary licence is required, this must be applied for by the event organiser.
<b>Use of the facilities</b>	Always use the “chair mover” to move chairs, or lift individually. Avoid scuffing or scratching the floor. This is usually in the Keith Saunders room. Mop up any spills on the floor immediately. Keep the lid of the piano down, unless you can play properly and do not allow children to touch or play it. It is a precision instrument used by professional musicians and must maintain its tuning.

	<p>Small tables should be left stacked in fours with the red edges matching facing towards you.</p> <p>To prevent toppling, large tables must be placed in the cupboard with all the table tops towards the back of the cupboard. All tables and chairs must be lifted into position or when in use. Please do not scrape any article across the floor.</p> <p>All furniture in the Hall must be left in the positions shown on the plan.</p>
<b>Start and Finish times</b>	<p>Nobody may be on the premises before the time of booking commences.</p> <p>All lettings must finish at 10:30 p.m. at the latest, and the Hall (and/or Meeting Room/s) must be cleaned and the Hall locked by 11.00 p.m.</p> <p><b>Please note that the booking time must include time to set up at the start and clear up at the end.</b></p>
<b>Insurance</b>	<p>The Linslade PCC does not hold Third Party Liability insurance to cover users in the Hall.</p> <p>It is a condition of hire that users recognise that Linslade PCC cannot be held liable either for any other costs incurred by the hirer or for death, injury or damage to property on Linslade PCC premises.</p>
<b>Security</b>	<p>The building is to be left in a secure condition. Please ensure all outside doors are left shut, and locked if appropriate.</p> <p>The Glass Link doors are to be locked, Fire and Emergency Exits secured and windows closed.</p> <p>If this is not possible, you <u>must</u> contact Janet Miller or Charles Amis, (contact details below) for advice.</p> <p>If the building is to be left empty, please check all toilets and other areas before you leave the building. The light in the disabled toilet is not automatic. Please turn it off.</p>

For Hall & Meeting Room bookings contact:

Mrs Janet Miller,  
45, The Paddocks,  
Linslade,  
Leighton Buzzard  
LU7 2SX  
☎: 07561 836 695

For Hall Security issues contact one of the Hall Managers below:

Mr Charles Amis: ☎ 01525 850 624  
Mrs Janet Miller: ☎ 07561 836 695

Our facilities are run and maintained by unpaid volunteers which helps us to keep charges low. Whilst we endeavour at all times to process your booking as efficiently as we can, please bear with us if difficulties arise while we try to work with you to resolve them.

Amendments to these terms and conditions will be posted on our website and regular users are advised to check this site.

[www.linslade-community-hall.org.uk](http://www.linslade-community-hall.org.uk)

