



St Andrew's Church, Chinnor, Oxfordshire

ST ANDREW'S CHURCH HALL HIRE PACK

High Street, CHINNOR, Oxfordshire OX394DH

Hall Hire Agreement, Hall Information, Booking Form and Fire Safety Appendices

Contents

Section 1 – Hall Hire Agreement & Conditions of Use

Section 2 – Hall Information

Section 3 – Key Contacts

Section 4 – Booking Form and Declaration

Appendix A – Chinnor Church Hall Fire Policy Statement

Appendix B – Evacuation Procedure for Church Hall 2026

Section 1 – Hall Hire Agreement & Conditions of Use

These conditions form part of the hire agreement for St Andrew's Church Hall and must be complied with at all times. They are intended to protect the PCC, the Church Hall Committee, hirers, guests, neighbours and the premises.

1. Responsible Hirer

The person in whose name the booking is made ("the Hirer") must be aged 18 or over.

The Hirer will be the key holder.

The Hirer must be present throughout the period of hire.

The Hirer accepts full responsibility for compliance with these conditions.

2. Use of Premises

The hall may only be used for the purpose stated on the booking form.

The PCC reserves the right to refuse or cancel bookings.

The hall must not be used for unlawful purposes or in any way contrary to the values of the Church of England.

3. Hours of Use

The hall may only be used during the agreed booked hours.

Booked hours must include all set-up and clean-up time.

Any person found going beyond their booked time limit may be charged additional fees.

Going beyond the agreed booking time may prevent the next hirer from entering the premises and may result in loss of income, for which the Hirer may be held responsible.

4. Cleaning & Care

The Hirer must ensure that the hall, kitchen and toilets are left clean and tidy.

All rubbish must be removed from the premises.

Furniture must be returned to storage or its usual place.

All electrical equipment and lights must be switched off after use unless instructed otherwise.

Windows must be closed and secured.

The building must be locked securely on departure.

Any additional cleaning required will be charged to the Hirer and may be deducted from the deposit.

5. Damage, Breakages & Safety Reporting

All damage or breakages must be reported immediately.

The Hirer is responsible for the cost of repair or replacement.

Any hazards, faults, or items considered unsafe must be reported immediately.

Reports must be made to either the Secretary or the Treasurer as soon as reasonably practicable.

The Hirer must take reasonable steps to ensure that any unsafe item or area is not used until it has been checked and made safe.

Failure to report damage or unsafe conditions may result in charges and/or refusal of future bookings.

6. Security

The Hirer is responsible for the security of the premises during the period of hire.

All doors and windows must be secured on departure.

Lost keys may incur a replacement charge.

Keys can be collected from the Secretary prior to the booking, or alternative arrangements may be agreed in advance.

7. Fire Safety (Regulatory Reform (Fire Safety) Order 2005)

In accordance with the Regulatory Reform (Fire Safety) Order 2005, the following conditions apply to all hirers and events:

The Hirer must familiarise themselves with fire exits and evacuation procedures.

All fire exits must remain unlocked, clear and unobstructed whenever the hall is occupied.

Fire doors must not be propped or wedged open.

The maximum occupancy must not be exceeded.

Maximum hall capacity is 60 persons seated and 100 persons standing.

In the event of fire:

Evacuate the building immediately.

Call emergency services on 999.

Do not re-enter the building until authorised by the Fire and Rescue Service.

Proceed to the assembly point on the grass behind the bus stop, past the village centre, remaining off the public highway.

Prohibited:

No naked flames, candles or similar items unless expressly authorised in advance.

No use of unsafe, untested, unchecked or unauthorised electrical equipment.

Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of fire.

The Rector is the ultimate accountable person in the event of a fire or incident.

8. Safeguarding (Church of England Safeguarding Team Guidance)

In line with Church of England safeguarding expectations and applicable safeguarding legislation:

Hirers working with children or vulnerable adults must have appropriate safeguarding policies and procedures in place.

Adequate supervision must be provided at all times.

Hirers must comply with all relevant safeguarding legislation and good practice.

The PCC reserves the right to request evidence of safeguarding procedures or policies.

9. Insurance & Liability

The PCC maintains public liability insurance for the premises.

The Hirer is responsible for their own insurance where appropriate.

The Hirer is responsible for all persons attending the event and all equipment brought onto the premises.

The Hirer agrees to indemnify the PCC against loss, damage, injury, claims, demands, actions or proceedings arising from their use of the premises.

10. Licensing & Legal Compliance

The Hirer must comply with:

The Licensing Act 2003 in relation to alcohol and licensable activities where applicable.

Any required licences or permissions for events, sales or entertainment.

Relevant music licensing requirements, including PRS/PPL where applicable.

The requirement that no illegal activities are permitted on the premises.

11. Health & Safety

All equipment brought into the hall must be safe, suitable and in good condition.

The Hirer is responsible for conducting a basic risk assessment appropriate to the event.

Access routes, entrances and exits must remain clear at all times.

No trailing leads, unsafe decorations, blocked heaters or other obvious hazards are permitted.

12. Smoking & Vaping (Health Act 2006)

Smoking and vaping are strictly prohibited inside the building.

13. Equality & Non-Discrimination (Equality Act 2010)

The premises must not be used in a discriminatory manner.

All users must be treated with dignity and respect.

14. Noise & Neighbours

Noise levels must not cause disturbance to neighbouring properties at any time.

Hirers must take particular care to minimise noise during late evening hours, including when arriving and leaving the premises.

Windows and doors should be kept closed where necessary to control noise.

Guests must leave the premises quietly and with consideration for local residents.

While there is no fixed legal closing time, standard practice across Church of England (PCC) halls is:

Weekdays and Sundays: events should normally finish by 10:00pm.

Fridays and Saturdays: events should normally finish by 11:00pm.

Events running beyond these times may only take place where appropriate licensing requirements are met (where applicable), noise levels are effectively controlled, and no disturbance is caused to neighbouring properties.

The PCC reserves the right to impose additional restrictions on hours of use where necessary to prevent nuisance or in response to complaints.

15. Equipment

Hirers must not use equipment belonging to other users without permission.

16. Payment & Deposit

A refundable deposit of £250 is required for all hirers.

The deposit will be returned after the event provided the hall is left clean, tidy, undamaged and all conditions of hire have been met.

The PCC may retain all or part of the deposit to cover cleaning costs if the hall is left in an unsatisfactory condition.

The PCC may retain all or part of the deposit to cover damage, breakages, or costs arising from items or electrical equipment being left on.

The PCC may retain all or part of the deposit for any breach of these hire conditions.

For regular hirers, the deposit will normally be held on account and used where necessary for breakages, cleaning requirements or breaches of conditions; it must be replenished if used.

All payments must be made monthly by direct bank transfer to the Treasurer.

Cash payments are not accepted.

Section 2 – Hall Information

The hall has limited parking.

Male and female toilets are available.

A kitchen is available for use.

Crockery is available for use.

Tables and chairs are available up to the maximum capacity of the hall.

Section 3 – Key Contacts

Rector (ultimate accountable person in the event of a fire or incident): 07769825305 | rector@unitedparish.church

Secretary for hall only: Mrs Val Welford | 07769940888 | vrwelford@gmail.com

Treasurer: Mr Martin Wright | 01844 351755 | martinandsuewright@tiscali.co.uk

PCC member responsible for fire: Susan Ashdown | susanashdown144@gmail.com

Section 4 – Booking Form and Declaration

Booking Details

Name of Hirer: _____

Address: _____

Telephone: _____

Purpose of Hire: _____

Date and Time: _____

Fee: _____

Declaration

I confirm that I am over 18.

I accept full responsibility for the hire.

I agree to abide by these terms and conditions.

Signed: _____

Printed: _____

Date: _____

Appendix A – Chinnor Church Hall Fire Policy Statement

Procedure for Safe Escape in the event of a Fire

Acquaint yourself with all exits. These must be kept clear at all times so as not to impede emergency evacuation.

All fire doors are marked 'FIRE EXIT'. Under no circumstances are any doors to be wedged open. For all events, the hirer must check that all exits are unobstructed.

User Organisations are responsible for practicing their own fire drills and holding an up to date register of all persons attending event.

In the event of an outbreak of fire however slight, the building must be evacuated immediately and the Fire Brigade called – fire extinguishers are provided at all exits to assist in clearing a path to emergency exits.

The muster point is to the front of the Church Hall and then down by the BUS STOP. Remain on the pavement. DO NOT wander onto the Public Highway. Remain there until your Event Coordinator has called your name.

Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire.

The Event Coordinator must ensure that everyone has been accounted for by calling the register at the Muster Point.

The Fire Service should be called on 999.

Dated: 01.04.2026

Appendix B – Evacuation Procedure for Church Hall 2026

Church Hall, High Street, CHINNOR, Oxfordshire OX39 4DH

Rector Tel: 07769825305

Val Welford: 07769940888

The Hirer will be responsible for all actions during the event. Please read and become familiar with these instructions. Your priority will always be for the safety of your group and not the building.

Before the event starts:

Check all fire exits are clear.

Check fire extinguishers are visible.

Check all electrical equipment is safe – no long leads draped across the floor.

Check that there are no decorations hanging close to heaters or obstructing an exit.

Disabled people and their helpers should be individually briefed on evacuation procedures.

During your event:

Ensure fire exits do not become obstructed.

Be aware of what is happening outside of the hall. Where possible ensure that vehicles do not obstruct entrances into the building, ensuring emergency vehicles have clear access to the building.

Be aware of activities in the hall. Ensure no activities that could cause a fire are taking place.

Be vigilant of any smells of burning or the build-up of smoke.

The maximum number of people in the hall at any one time is 60 persons sitting and 100 persons standing.

Signed on behalf of Church Hall Management Committee: _____ Date: _____

Signed on behalf of Hirer: _____ Date: _____

Version 1

Date of revision: 01.04.2026