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# St Peter's Filton

*Serving God by serving you, your family and the community*

## Hall Letting Agreement

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April 2026



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Date prepared	March 2026
Date adopted by the PCC	
Date to be reviewed	March 2027
Signed, PCC Chairperson	

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## General

The Church Hall was opened on the 16<sup>th</sup> July 1955. Its original purpose was for public and Church use, as well as providing space for a Sunday School of 300 children. At the time it was said to be the finest hall in Gloucestershire.

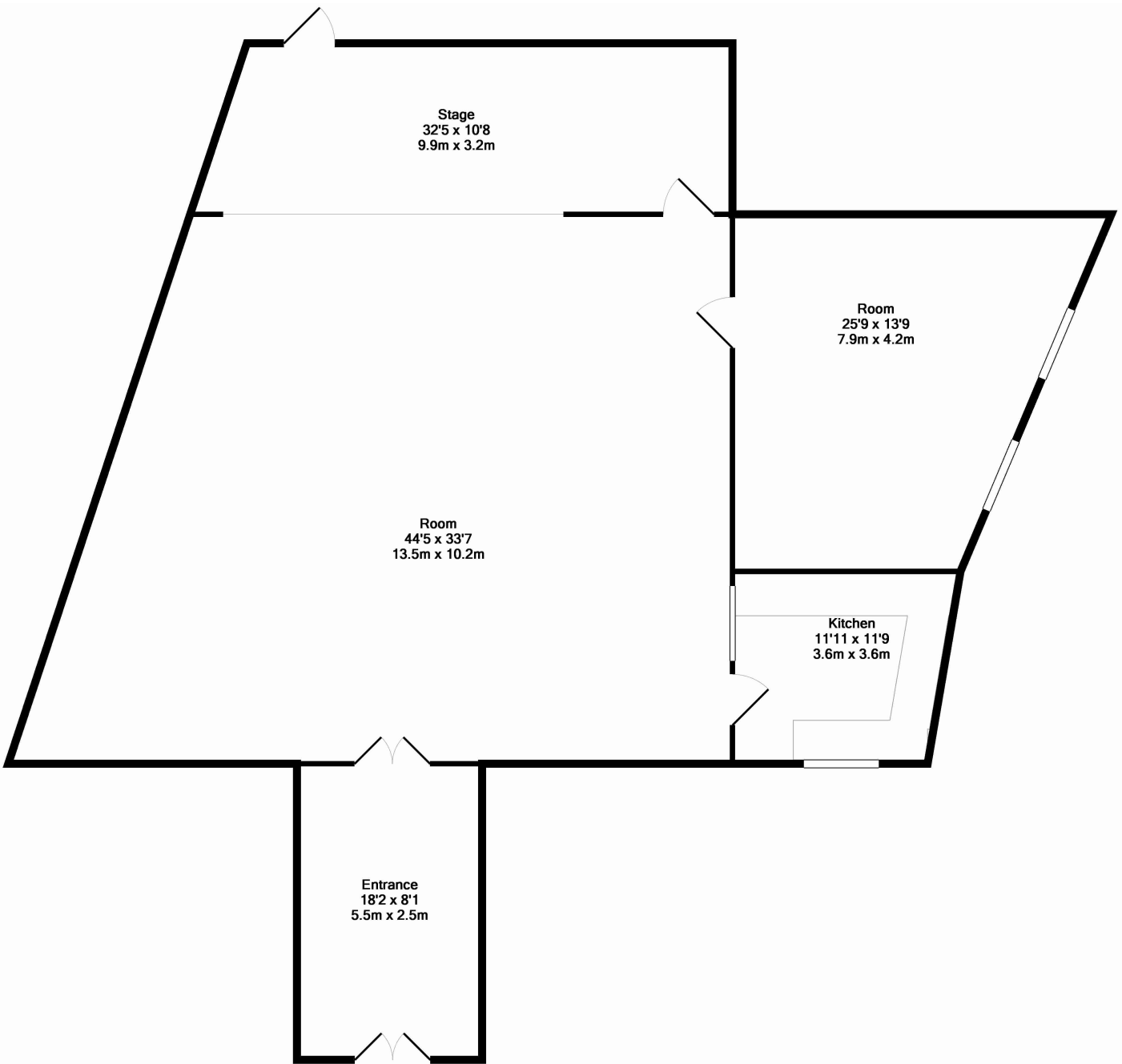
The building of the hall was the first phase in the Enlargement Plan for St Peter's Church; for 6 months it was actually used as a temporary Church during the extension work on St Peter's itself.

The Church Hall measures 137m<sup>2</sup> with a smaller side room measuring 33m<sup>2</sup> and nowadays, in line with Health and Safety rules, can accommodate *100 people with tables or 250 people without tables*.

The Church Hall is made up of the main hall, including a stage, the adjoining side room, a kitchen and toilet facilities. Users of the hall have access to the small St Peter's car park with additional on-road parking nearby.

For your convenience, please see the floor plan of the Hall.

# Floor Plan



*Total Approx. Floor Area 2408 Sq.Ft. (223.7 Sq.M.)*  
*Whilst every attempt has been made to ensure the accuracy of the floor plan contained here, measurements of doors, windows, rooms and any other items are approximate and no responsibility is taken for any error, omission, or mis-statement. This plan is for illustrative purposes only and should be used as such by any prospective purchaser. The services, systems and appliances shown have not been tested and no guarantee as to their operability or efficiency can be given*  
*Made with Metropix ©2016*

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## Charges

Please refer to the following table for hire costs. Please note that a £75 refundable deposit will be charged in addition to these rates. This must be given in the form of a cheque, and given with the completed Hire Agreement, to the PCC representative on collection of the key. In the event of damage being caused to the hall or contents therein, or if the hall is left in an unacceptable state, the hirer will forfeit the deposit. Where this is necessary, the PCC will contact the hirer as soon as possible (namely within a 7 day period) to notify them of such a decision. If no action is to be taken, the cheque will be destroyed and no further contact made.

Monday – Friday (6pm)	£14/hour
Friday (6pm) – Sunday	£20/hour

## Cancellation

The Hirer should make every effort to notify the church as soon as possible if it becomes necessary to cancel a booking. If the Hirer cancels with less than 48 hours notice, the hire fee will be retained.

The PCC reserves the right to cancel the booking due to unforeseen circumstances. In the event of the PCC cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.

The Hirer acknowledges that the Church Hall is reserved exclusively for their use during the agreed hire period. All booked hours are chargeable, and failure to use any portion of the allocated time does not entitle the Hirer to a refund, credit or fee reduction.

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## Booking

All applications must be made in writing using the booking form in the appendix. This should be forwarded to Nick Moller at the following email address:

[bookhall.stpeterschurchilton@gmail.com](mailto:bookhall.stpeterschurchilton@gmail.com)

The person signing this form will be considered the Hirer. In line with current General Data Protection Regulations, the details of the Hirer will be kept securely for use in connection with the hire of the Hall.

## Security

Keys may be collected from a nominated key holder, to be agreed at the time of hire. Keys shall not be copied or given to any third party.

Any letting of the Hall will require the Hirer to be present for the duration of the letting period, unless by prior arrangement with the PCC. In this instance a responsible person is to be present at the beginning and end of the letting period on each occasion that a letting is to take place to ensure that all facilities are in order.

It is the Hirer's responsibility to ensure that all fire doors and windows are closed, all doors locked and all lights switched off at the end of the letting period.

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## Responsibility

During the period of hiring, the Hirer will be responsible for the supervision of the premises, and the contents, their care and safety from damage, however minimal.

The Hirer must leave the premises in a clean and tidy condition, properly locked and secured. The Hirer should restore all items to their original places immediately at the end of the letting. Bring your own waste bags and take away any rubbish with you.

Losses, breakages and damage, however slight, must be reported, and paid for in full. Should this not be complied with, the PCC reserves the right to make an additional charge, which may be deducted from the deposit paid. A copy of the Damage Report Form can be found in the Appendix of this Letting Agreement.

The Hirer shall also be responsible for the behaviour of all persons using the premises. We expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises.

## Insurance

It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effective by the PCC does not extend to the Hirer's liabilities.

The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.

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## Health and Safety

The Hirer will be responsible for ensuring that Security, Fire, and Health and Safety requirements are met. Copies of these policies are available on request.

It is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire.

All entrances and exits must be kept clear at all times and the number of people attending must not exceed the maximum number for the Hall. If you are seating your guests around tables, this number is 100. If you are not using tables, the number is 250.

Accidents occurring on the premises should be recorded on an Accident Report Form, a copy of which is in the Appendix of this document.

A First Aid box is available in the kitchen drawer. Please advise the PCC if you use anything so that it can be restocked.

Children must not be allowed to play on or climb on the stage.

Prior to using the Hall, it is the responsibility of the Hirer to ensure that the two bollards in the area outside the Church Hall are in the raised position to prevent cars passing the door whilst the hall is in use. If not, please call the church wardens on 07452 992122.

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## Fire

On entering the hall, prior to the event, you must familiarise yourself with:

- the Church Hall Fire Policy,
- the location of the fire exits,
- the location and instructions of how to use the fire safety equipment
- the location of the First Aid Kits.

Fire exits are: the main doors and the double doors to the left of the stage.

**Do not obscure these exits at any time.**

Fire extinguishers can be found in the main hall, the St Peter's room and the kitchen. There is also a fire blanket and First Aid Kit in the kitchen. Please familiarise yourself with their location at the start of your letting.

In the event of a fire, the Hirer is responsible for ensuring that all users are safely evacuated from the building in a calm and controlled manner. Hall users should congregate by the Notice Board at the bottom of the church yard.

Please pay particular attention to children and guests with limited mobility within your group.

As soon as you are in a safe position, call 999 for the Fire Brigade.

**Do not attempt to tackle any fire unless it is safe to do so.**

A regular fire safety inspection is carried out by the Church Warden, Verger, or Rector.

Please note that in the interests of fire prevention, all portable electrical equipment brought into the Hall should be checked before use. **Do not** use any items with worn or frayed cables. Do not "daisy chain" extension leads.

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## Safeguarding

It is the responsibility of the Hirer to ensure that, where activities are provided for children, a Child Protection Policy is in place and that all adults on the premises are aware of the Policy. The Hirer confirms that, where necessary, relevant security checks have been carried out for all helpers.

The Hirer will be given a copy of the Church's Safeguarding Policy, a copy of which will be given to the Hirer, and a copy kept in the Safeguarding file.

## Kitchen

You are welcome to use all items of equipment and crockery in the kitchen. The Hirer will ensure that all items are left clean and tidied away at the end of the letting.

Breakages must be reported immediately in writing.

Children must be kept out of the kitchen unless by prior arrangement with the PCC. In this instance they must be accompanied by a responsible adult at all times and closely supervised.

Any food prepared is done so at the Hirer's risk. Food preparation should follow the standards set out on the HSA website.

Any food and general waste to be taken away by the Hirer.

## Disabled Access

The hall is wheelchair accessible and there is a disabled toilet.

## Smoking, vaping and related products

Smoking, vaping and use of e-cigarettes are strictly prohibited anywhere inside the Church Hall, adjoining rooms, toilets, kitchen, corridors and all internal areas.

The Hirer is responsible for ensuring that all attendees comply with this rule. Any breach may result in immediate termination of the hire, loss of deposit, and additional cleaning and damage charges if required.

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## Legal Requirements

Alcohol cannot be sold in the building.

Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.

The Hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licenses and copyright. The Hirer shall be fully responsible for obtaining such licences. Prior approval should also be sought from the PCC.

## Exclusions

The Hirer shall not allow the premises to be used for any unlawful purpose or in any unlawful way.

We reserve the right to deny hire of the hall to any group or individual who actively contradicts the core values of the Church of England. Specifically this would include, though is not limited to, discriminatory behaviour of any kind to any race, religion, gender or sexuality.

The Hirer shall not sub-hire the premises.

The Hirer must not do, or omit to do, anything that could cause any insurance policy on or in relation to the Premises to become wholly or partly void.

## Compliance

*Failure to comply with any of the terms of this Letting Agreement, whether intentionally or unintentionally, may be deemed by the PCC as just cause for immediate cancellation of any letting and may result in the forfeiture of the entire deposit.*

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## Church Hall Hire: Useful Contacts



Our Verger, Nick Moller [bookhall.stpeterschurchilton@gmail.com](mailto:bookhall.stpeterschurchilton@gmail.com)



Our Church Warden Janet Moller [wardens.stpeterschurchilton@gmail.com](mailto:wardens.stpeterschurchilton@gmail.com)



Our Church Warden Linda Keeble [lindakstpetersilton@gmail.com](mailto:lindakstpetersilton@gmail.com)

## Appendix 1 - Hire Agreement

Name ("The Hirer")	Name of Organisation
Address	Telephone Number
	E-mail
Purpose of Hire <i>(including number of people attending)</i>	
Date of Hire	Time of Hire
Deposit	Total Charge

### Declaration

The individual and/or organisation detailed above accepts the terms and conditions of hire as set out in the Letting Agreement and the website, and agrees to abide by them

The Hirer accepts full responsibility for ensuring that an appropriate Safeguarding policy is in place and is observed by all persons on the premises involved with children and young people under the age of 18 for the duration of the event for which the premises have been hired

Signed ..... Date .....

The Hirer

Print Name .....

Signed ..... Date .....

PCC Representative

Print Name .....

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## Appendix 2 Property Damage Form

Name	
Address	
Telephone Number	
Date of incident	
Time of incident	
Please provide details of damage caused	
Please state fully how the incident occurred	
Name, address and phone number of witness, if available	

If an injury was caused during the damage to property, please fill in an Accident Report Form

Signed ..... Date .....

## Appendix 3 Accident Report Form

Name of person filling in this form	
Address	
Telephone Number	
Date of incident	
Time of incident	
Name of injured person	
Address	
Telephone number	
Please state fully how the incident occurred	
Details of injury sustained	
Details of how the injury was treated	
Was the injured person treated by paramedics / doctor / nurse / first aider. Please give details, name and address where appropriate	
Name, address and phone number of witness, if available	

Signed ..... Name .....

Date .....