



Church Centre: Conditions of Hire

The “**Church Centre**” refers to the buildings and fittings of St Mary’s Church Centre. The “**Management**” is the United Church Council and its authorised representatives. The “**Hirer**” is the person identified on the application form and includes all associated persons or organisations.

1. Accommodation

The areas available for hire along with the maximum number of people permitted are:

- a. The Main Hall on the ground floor (maximum 220 persons provided the first floor is not in use).
- b. Room 1 on first floor (maximum 30 persons provided Room 2 is not in use).
- c. Room 2 on the first floor (maximum 6 persons provided Room 1 is not in use).
- d. The Kitchen may be hired for use in conjunction with any of the above areas and in these circumstances, crockery and cutlery is available for use but Hirers must provide their own washing up utensils and tea towels. Hirers are expected to wash up any crockery etc. and replace in their original location and leave the kitchen tidy and in good order. Hirers must comply with all written notices regarding use of equipment (e.g. use of dishwasher, cooker etc.) and adhere to the health and safety information e.g. shutting off the gas, different uses specified for the separate sinks, i.e. hand washing, dishwashing and the different food preparation boards..
- e. There is a public car park available which is entered from Bury Lane. Cars are left at owner’s risk.
- f. Access to the building is via the Front doors only. Fire Exits are for emergencies ONLY.

2. Applications

- a. All applications for the use of any part of St Mary’s Church Centre must be made on the prescribed form to the Church Centre Bookings Secretary: by post or e-mail. **Please note: a booking cannot be confirmed until a booking form, booking fee and deposit payment (if requested) have been received.** Provisional telephone bookings will be held for two weeks only.

3. Cleaning/breakages deposit

A cheque of £50 may be required, in addition to the Fee for hiring the Church Centre. This will be returned following the event for which the Church Centre is hired, on condition that no extra cleaning is required or breakages found.

4. Timings

- a. Rooms are unavailable prior to the agreed time as stated on the Booking form.
- b. A minimum of 15 minutes **must** be included *before* the meeting start time to allow for arrival of attendants.
- c. If set-up is required, a minimum of 30 minutes **must** be allowed *before* the meeting start time to allow for the room to be prepared by the Hirer.
- d. If set-up is required a minimum of 15 minutes **must** be allowed *after* the meeting to ensure take-down is possible by the Hirer, prior to the commencement of the next booking.
- e. All rooms must be **vacated** by 11pm (unless otherwise agreed in writing).

5. Payment

- a. The booking fee and deposit payment (if applicable) must be received within 2 weeks of the provisional booking enquiry.
- b. Any costs incurred by the Management as a consequence of the booking, such as extra cleaning over and above normal Church Centre cleaning procedures, will be charged on to and paid by the Hirer and if unpaid taken from the Hirer’s deposit.

6. Cancellations by Hirer

- a. All bookings cancelled within one week of booking date will be subject to a 100% charge.
- b. All bookings cancelled within two weeks of booking date will be subject to 50% charge.
- c. All bookings cancelled with at least two weeks notice will not be subject to charge.
- d. **Cancellations by Management**
- e. The Management are at liberty to terminate any agreement in relation to the hire of any part of the Church Centre if it considers that the Hirer has previously in any way damaged the buildings, fittings, fixtures or furniture or has subjected them to undue wear and tear or in any other way

been guilty of a breach of the Conditions of Hire. Management liability shall be limited to the refund of any payment made by the Hirer, for the new booking.

- f. **If the Church Centre is required for Church use this will take precedence over any other booking. In the event that the Church Centre is required, every effort will be made to notify the Hirer well in advance and a full refund will be provided.**

7. Catering

- a. **External Caterers:** Details must be provided on the booking form of any external catering company that will need access to the premises. The Management accept no liability for loss or damage to items left on the premises by a caterer.
- b. **Unconsumed Food:** The Hirer is responsible for the disposal of all left over food and should provide their own black bin liners. General waste should be taken out of the kitchen and disposed of in the refuse wheelie bin located at the rear of the building at the east end of the Church Centre.

8. Hirer Responsibilities

- a. **Cleanliness:** The Hirer is responsible for leaving the facilities in a clean and tidy condition at the end of use, having replaced any furniture which has been moved. All rubbish must be removed by the Hirer from the Church Centre. "Wheelie bins" are located at the east end of the Church Centre. Hirers are responsible for removing all surplus goods from the premises and are asked not to use the Church Centre's bins for this purpose as the Church Centre pays for its bins to be emptied.

9. Alcohol Licence

- a. If alcohol is to be bought or sold in the Church Centre, then the Hirer is responsible for obtaining the appropriate licence.

10. Damage

- a. The Hirer is responsible for maintaining the condition of the Church Centre during hire and is liable for all damage to the building, fixtures, fittings, furniture and items, belonging to the Management or any authorised third party, or stored with the permission of the Management (such damage being assessed by the Management or the owner). If a £50 returnable deposit is paid by the Hirer, the Hirer should not consider this sum to be the limit of the Hirer's responsibility for any damage incurred.

11. Special permission in advance of the booking is required for:

- a. Exhibiting hand bills, posters, or advertising matter of any description.
- b. The introduction of furniture or equipment. When permission is granted, it is the Hirer's responsibility to ensure that the item is in good working order and is operated by a responsible, well-trained individual. The Hirer also agrees to remove the item at the end of the booking. The Management will not accept responsibility for any injury caused by said items, or loss/damage of the item in the event that it is left behind.
- c. The use of amplifying equipment (it is strictly forbidden to make alterations or adaptations to the electrical system)

12. Prohibited Activities

- a. Activities involving the use of indoor "Bouncy Castles", trampolines, or similar equipment (unless otherwise agreed in writing which may require the production of an insurance certificate);
- b. Ball games or other boisterous activities that might damage the interior or cause injury to participants are not permitted.
- c. If children's paints or craft materials are used the Hirer must ensure that all surfaces are reasonably protected and left in a clean condition at the end of the hire.
- d. No animals (except 'Support' Dogs) are permitted on the premises.
- e. The Church Centre has a NO SMOKING policy and Hirers are expected to respect and enforce this policy.
- f. Staples, drawing pins or adhesives such as sellotape may not be used to secure "materials" to the walls or woodwork.

13. Insurance / Safety

- a. The Hirer shall observe all safety regulations and procedures in accordance with the instructions provided in each room (e.g. Fire Exits must be kept clear at all times) and shall ensure that the number of persons in each part of the Church Centre does not exceed the maximum advised by the Management (see Clause 1 above). Failure to observe these safety procedures will invalidate

the Church Centre's insurance, in which case the Hirer will be held liable for any resulting loss, in addition to any penalty at law for non-compliance with regulations.

- b. The Management will not accept responsibility for any loss, damage or accidents occurring during the occupation of the Church Centre and all lettings are made on the understanding that the Management, the Vicar and authorised representatives are, for the time of hire, indemnified accordingly by the Hirer. **Where appropriate, it is the duty of the Hirer to take out adequate insurance for their function to include insurance of their own property or any other property brought into the Church Centre including but not limited to insurance against claims that might be made by the United Church Council and third parties.**

I 4. First Aid Box/Fire Exits

- a. **A First aid box** is situated in the foyer together with an accident book. Any completed accident report should be posted into the Office of the Parish Secretary, to enable appropriate follow up by Management.
- b. The Hirer must make himself/herself aware of the exits, the location of fire appliances for emergency use and communicate this to the users.

If you have any queries about these conditions please contact the Church Centre Bookings Secretary: 01923 721002

(December 2018)