

St John's The Baptist, Parish Centre, Station Approach. Stoneleigh

Terms and Conditions relating to the hire of the hall, kitchen and parish room with St John' Parish Centre, Stoneleigh.

*Regular Hirers will need to provide copies of their insurance policy, risk assessment and, if appropriate child protection policy at the beginning of each and every year

Please note that The Centre is not available on Sundays or for evening parties

Definitions

- a. 'The Centre' means the hall, kitchen, parish room, access area and toilets
- b. 'PCC means the St John's Parochial Church Council and includes any authorised person and will be referred to as **We** within this document

1. Application to hire by persons over 21 years

- a. You must complete our form, whether on-line or hard copy, to make an application to hire and secure your booking. We may ask for a nominee known to us to support your application
- b. We reserve the right to refuse any application without reason
- c. You must not sub-let or assign the Centre

2. Use of the Centre

- a. You can use the rooms stated on your application form. You can also use the kitchen (please be aware that this may have to be shared with another user) hallway and toilets and all freely accessible furniture.
- b. All furniture **must** be returned to the positions in which it was found (please refer to photos on the website)
- c. You must arrange any relevant and necessary licences relating to your intended use of the Centre
- d. You must obtain a licence to sell alcohol or to include it in a ticket of admission
- e. There must be no infringement of copyright and in the case of musical, film or video entertainment the requirements of the Performing Rights Society (prsformusic.com) and/or Moving Picture Licensing Corporation (mplc.org) must be fulfilled
- f. We may require you to have stewards at your event
- g. You must not admit a disorderly person to your event
- h. Smoking is **not** permitted in any part of the Centre
- i. You must not interfere with any of the fixtures, fittings or equipment in the Centre. By making this booking you will be liable for the cost of rectifying any loss or damage caused by your event. You can bring your own equipment, such as amplifiers, lights etc into the Centre if we have agreed to it and the equipment is PAC tested
- j. You must not use decorations of any sort at the Centre without our agreement. Any such decorations must be fixed with Blu Tak only and must be completely removed from the Centre at the end of each period of us.
- k. To avoid activating the fire alarm please do not use sparkling candles, indoor fireworks or smoke machines in the Centre (ordinary birthday candles are allowed)
- l. Your use of the Centre must not create excessive noise
- m. You may gather on the grassed area immediately outside the Centre – but not beyond the railing near the Garden of Remembrance
- n. Your hire cannot extend beyond 11.00pm

- o. When you leave the Centre, you **must**:
Ensure that the premises are left clean and tidy (wash up, sweep up, mop up) and any articles brought in are removed. There are cleaning materials in the cupboard in the hall.
Ensure that all rubbish is put in the large waste bins (not brown) which are on the driveway at the front of the church. The public kerbside bin must **not** be used. Please take recyclable waste home with you.
Ensure that all lights and electrical appliances, with the exception of refrigerators and freezers are switched off
Ensure that the building is securely locked, including fire escape doors and that you have returned your key to the key safe

3. Public safety and access

- a. We, The Emergency Services and duly authorised officers of the Local Authority can enter the centre at any time
- b. The number of persons admitted in the hall must **not** exceed 100
- c. You must ensure that you are aware of all the fire precautions and equipment and that all fire exits are kept clear. Our fire safety instructions are on our website and on the notice board within the Centre
- d. You must provide adequate first aid materials appropriate to your use of the Centre and notify the Bookings Secretary (Kerri) of any significant accident or injury
- e. These conditions are subject to such variations as may be required to comply with Local Authority requirements

4. Child Protection

- a. **Occasional Hirers:** You are required to ensure that all children are protected at all times by taking all reasonable steps to prevent the occurrence of any injury, loss or harm. Appropriate adult supervision should be provided. You should be aware that other people may also be using the premises.
- b. **Regular Hirers:** If you have your own policy it should be based on the government guidance 'Working together to Safeguard Children 2018' If required further information is available [Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](http://publishing.service.gov.uk).
Otherwise you should abide by St John's Policy, procedures and good practice. A copy of St John's policy is on our website and notice board. Forms of declaration will be sent to you

5. Hire Charges: Occasional Hirers

- a. Your booking will not be secured until payment of the hire charge has been received. A provisional booking will be held for 14 days
- b. By making this booking you accept that you will be liable for the cost of rectifying any damage or loss caused by your event
- c. Payment must be made in full when a booking is made.
- d. Payment to be made via BACS/Bank Transfer. If you need to pay by cash or cheque please contact the Booking Secretary (Kerri)
- e. If you cancel your booking, then all payments received by us will be retained unless we can re-let the Centre for the relevant date and time
- f. You must vacate the Centre at the time agreed on your booking form

6. Hire Charges: Regular Hirers

- a. Ten advance bookings over 12 months may attract a discount
- b. In the event of cancellation of one or more booking(s) in a booked series that a full fee will become payable unless the room(s) in question can be re-let for that/those dates. One week's notice is required for a cancellation of booking but we will use our discretion regarding any charges imposed. If you do not use a booked occasion without cancelling, then full payment is due.
- c. Payment will be required at the end of the period of hire as shown on the invoice. Three months notice of termination is required from the PCC and from the hirer

7. Indemnity and Insurance

- a. We will not be responsible for injury or accident to any person or for the loss or theft of or damage to property belonging to you or any person attending your event
- b. You must indemnify and keep us and our agents indemnified, from and against all claims, costs, damages, expenses, actions or demands whatsoever arising out of or in any way connected with your hiring of the Centre
- c. You are responsible for the costs of any necessary repairs or additional cleaning to the centre arising from your use, including any consequential losses should the Centre be usable as a result. You must ensure that all persons using the premises wear footwear which will not damage the floors. You must report all breakages to the Booking Secretary (Kerri)
- d. You must ensure that you have adequate insurance arrangements to cover your responsibilities. Regular hirers must provide a copy of their insurance policy schedule
- e. You must ensure that any electrical equipment you bring for use in the Centre is safe and you do not overload the sockets.

8. Termination of Use

- a. If you do not comply with any of these conditions, or any of our instructions or requests, then we can terminate the hire without notice
- b. You must only use the Centre for the purpose(s) we have agreed to, and we reserve the right, if we believe your use is improper, unseemly or undesirable, of immediately terminating your booking without payment of any compensation.

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