

Conditions of Use

1 Introduction

- 1.1 Thank you for enquiring about the use of the church hall/rooms.
- 1.2 The primary use of the Centre is to facilitate the work of St Michael's Church. However, we are keen that the centre is open to other groups, especially those that benefit our local community.
- 1.3 All enquiries and bookings should be directed to our bookings manager: centrebookings@stmichael's.co.uk or telephone 01244 315129
- 1.4 These conditions are subject to change. We will inform you of any change made since the time of your booking.

2 General Policies

- 2.1 The Parochial Church Council (PCC) of St Michael's Church, is responsible for the observance of legislation on these premises.
- 2.2 You must abide by the law; including (without limitation) in relation to such things as the safety and protection of children and vulnerable adults, health and safety and food hygiene.
- 2.3 You may not sub-let or assign your hiring of these premises.
- 2.4 You are responsible for the good and appropriate behaviour of all members of your group (including guests and participants in your activity).
- 2.5 No alcohol may be brought onto or consumed on the premises without the written permission of the Vicar and Churchwardens ("VWs").
- 2.6 Smoking is not permitted in the building.
- 2.7 No storage is available for external groups.
- 2.8 The church has public liability insurance and its own property and contents insurance which cover all church organised events but these policies do **not** cover external bookings, with the exception of certain one-off social events. Please ask whether you need additional insurance when you book. Any third party hired for your event will need to be separately insured. All regular users of the hall need their own insurance. Before using our premises, please ensure that you have your own insurance if it is needed. We will ask you to confirm that you have done this when you book.

3 Booking Policies

- 3.1 The hire of rooms is at the discretion of the VWs.
- 3.2 The aims and objectives of any group seeking to hire a room must not conflict, or appear to conflict, with the Christian faith as the Church of England has received it, as defined by Canon A5 of the Canons of the Church of England. The final decision about the suitability of any booking will rest with the VWs.
- 3.3 We will take bookings for up to a year ahead. In the event of unforeseen circumstances, the VWs reserve the right to cancel a reservation.
- 3.4 No rooms may be hired for commercial gain of any sort without the written permission of the VWs. No gambling is permitted within the building.
- 3.5 If you wish to cancel your booking, please do so in writing or by email. If we receive your cancellation more than 7 days before the booking, a full refund will be given. If you cancel within 7 days of the

booking, we will charge 50% of your booking fee. If you do not inform us of a cancellation, we will charge the full booking fee.

4 **Payment**

- 4.1 Where the hire of the Premises by you is on a single use basis (i.e. a one off Hire) then the Hire Fee is payable in full (and in cleared funds) at least seven days prior to the day of the booking (or first day of the booking if the booking is more than one day).
- 4.2 Where the hire of the Premises by you is a regular use booking then the payment of the relevant Hire Fee shall be as agreed from time to time between the VWs and you.
- 4.3 For all bookings a security deposit of £50 ("**Deposit**") must accompany the Hire Application. The Deposit will be refunded as soon as possible:
 - 4.3.1 in the event the Hire Application is rejected by the VWs; or
 - 4.3.2 if the Hire Application is accepted, after the hiring unless:
 - (a) there has been any damage to the premises (including furniture and fittings) for which you are responsible; and/or
 - (b) substantial cleaning is required following your use of the premises;in which case the VWs will be entitled to retain the whole or part of the Deposit as security for the cost of rectifying such damage carrying out such cleaning (as the case may be).
- 4.4 Payments may be made by cheque to St Michael's.

5 **Using the Centre**

- 5.1 The Centre has a car park. Please use this considerately and only use the disability bays if you are eligible to do so.
- 5.2 The Centre and the room(s) you have booked will be opened and locked up for you unless we make other arrangements with you. The room(s) you have booked will be made available for the period specified on your initial booking, so please allow yourselves time to prepare for and tidy up after your meeting within these times.
- 5.3 If there are queries about opening and locking procedures once you have arrived, please call one of the contact numbers near the front entrance door for further information, or speak to the person who opened the building for you.
- 5.4 Setting up of any tables and chairs you require is *not* included in the booking fee.
- 5.5 Please switch off lights and AV equipment when leaving the room.
- 5.6 Please leave rooms tidy and laid out as agreed when you booked.
- 5.7 Please leave rooms clean: a vacuum cleaner is available in If rooms are left in need of substantial cleaning we will make a charge for cleaning.
- 5.8 You may not put any pins, nail, hook or fastening into any part of the building (e.g., doors, walls, beams). You may not use blue tack, sticky tape or pins on any interior surfaces of the building.
- 5.9 You are responsible for any damage caused to the building and we reserve the right to charge you for any repairs which become necessary following misuse.
- 5.10 A non-recyclable waste bin is provided; please use appropriately. If possible, please take all recyclable waste away with you. If you anticipate creating a significant amount of waste, please inform us when booking.

- 5.11 Noise and music must be kept to a level acceptable to those living nearby. This is especially true in the summer when windows and doors may be open and/ or your guests are in the Centre garden.
- 5.12 You may not without specific written permission from the VWs bring onto the premises any indoor pyrotechnics, smoke machines, candles or items of combustible nature or any item which might offend public taste or decency.
- 5.13 You may not affix any articles to any part of the premises.
- 5.14 You may not display any posters, boards, signs, flags or other emblems or advertisements inside or outside any part of the premises without the previous consent of the VWs.
- 5.15 You may not allow any animal to enter the premises unless prior permission has been given in writing by the VWs (assistance dogs exempted).
- 5.16 The Centre needs to be locked at 10.00pm unless a prior arrangement has been made to extend the booking beyond this time. Please ensure that your group is ready to leave the building in good time. Please leave quietly and with consideration to our neighbours.
- 5.17 If you set off the fire alarm, please refer to the emergency contact list by the main door and immediately inform a keyholder of the situation. Please work down the list in order until someone answers.
- 5.18 No doors may be wedged open due to fire regulations, except temporarily to allow, for example, the moving of furniture.
- 5.19 You must keep all entrances into and exits from the Centre, entrances into and exits from the car park and the entrance to the driveway to the Church clear at all times.
- 5.20 You agree to indemnify the Church of St Michael's against all claims, demands, actions, proceedings, damages, costs and expenses arising out of your use of the Centre and/or car park.
- 5.21 You agree that St Michael's Church will not be held responsible for any loss or damage which may occur to your property or the property of any members of your group (including guests and participants in your activity).

6 Kitchen Use

- 6.1 You may use the kitchen for the provision of drinks or light refreshments. You may use the church's china, cutlery, water boilers, etc for that purpose. You may be sharing the kitchen with another group. If you wish to prepare and serve full meals, please ask at the time of booking as additional enquiries will need to be made and an additional charge levied.
- 6.2 Groups using kitchen facilities must wash up, dry dishes and put everything away after meetings. Please brush and mop the floor leaving everything clean and tidy. Please let us know of any breakages, as we may have to recover costs.
- 6.3 Children are not permitted in the kitchen unless under adult supervision.

7 Additional facilities available if arranged when booking

- 7.1 A data projector is available. If you wish to use this facility, please inform us when you book and we will seek to accommodate your needs. You are responsible for any damage caused by misuse.
- 7.2 Wireless internet access is available at no additional cost. Please enquire when booking for the security codes to enable access.

8 First Aid and Emergency Information

- 8.1 A First Aid kit is available in the kitchen. Please acquaint yourself with its location upon arrival.
- 8.2 All accidents should be recorded in the accident book which is located in the inner hall.

The building is fitted with alarms. Please read the emergency instructions which are displayed and check the location of your nearest fire exit. Large groups (more than 50) should organise a suitable number of stewards to assist in an emergency. It is your responsibility to know who is in your group and you should keep a record of those present at your event. The fire assembly point is clearly marked across the car park