



ST. PAUL'S CHURCH COMMUNITY CENTRE CONDITIONS OF HIRE 2017

- 1 All Sections of the **Booking Form** must be completed in full
- 2 Rooms at **St Paul's Church Community Centre** shall only be let on the terms and conditions set out below or such terms and conditions as shall from time to time replace them
- 3 **Cost of Hire.** Cheques made payable to '**PCC of Tupsley**'

Main Hall	£15.00 per hour
Classroom 1	£15.00 per hour (£ 7.50 per hour if booked with main hall)
Classroom 2	£15.00 per hour (£ 7.50 per hour if booked with main hall)
Kitchen (light refreshments only)	£11.50 per session
Kitchen (full use of facilities ie oven)	£20.00 per session
Weddings	£250.00 per booking (no extra fee for kitchen)
- 4 The full amount due is payable in total and this and the booking form must be handed in to the Benefice (Parish) Office in addition a deposit of £25 (in the form of a post-dated cheque) to cover or partially cover any damage caused, before the Community Centre can be booked.
- 4.1 In the event that there has, in the sole discretion of the PCC Booking officer, been a breach of the Conditions, then an amount equal to the cost of remedying the breach shall be subtracted from the amount of the deposit. The balance, if any, shall be returned to the Hirer.
- 4.2 In the event of the cost of such remedial work is in excess of the amount of the deposit held by the PCC then the deposit shall be forfeited in full and the Hirer hereby agrees to pay such excess within 7 days of a request by the PCC Booking Officer.
- 5 **Hire Charges** must be paid at time of booking.
- 6 **All charges shall include a period for setting up and clearing up after the event. Please ensure you allow sufficient time in your time slot to set up and clear everything away in order to vacate the premises at the time your booking ends. This is very important so that the caretaker has time to set up for the next booking.**
- 7 **Regular Bookings** - Fees to be paid monthly, quarterly or termly in advance.
- 8 **No more than 250 people** shall be allowed on the premises and this number shall include organisers, committee members, stewards, staff, entertainers and guests etc.
- 9 **The Parochial Church Council** reserves the right to refuse any bookings or to vary the conditions at its discretion.
- 10 There shall be **NO SMOKING** anywhere on the premises. **The use of foam and/or smoke machines and drawing pins are strictly prohibited. Bouncy Castles may be used only with additional matting underneath the Castle.**
- 11 **IMPORTANT:** 2 stewards shall be appointed **for all events** and they shall ensure that all **Conditions of Hire** and **Health and Safety Instructions** are strictly followed (See item 11.1)

- 11.1 The hirer's use of the premises is limited to the rooms hired. It is the responsibility of the appointed **stewards**:
- to ensure that areas (i.e. classrooms / the stairwell / upstairs room) are **NOT** used if they are not included as part of the booking.
 - to make sure that there is adequate supervision of all children in the garden play area throughout the period of hire. **NOTE** – the play equipment is the property of the Nursery School and the After School Club and should **be used with care and by the age group for which it is designed**.
 - to ensure that the lobby areas and toilets **DO NOT** become play areas for children attending functions. This applies to the Church Car Park and garden area at the front of the Centre.
 - to ensure free passage of vehicles through the car park (eg: emergency vehicle access)

We want you to enjoy your time in the Centre – please help **us** to make sure that **you** do!

- 12 **Insurance** It is a Condition of Hire that neither the PCC of St. Paul's Church nor any of its officers are liable for any loss or damage to personal property entering St. Paul's Community Centre premises however caused. It is the sole responsibility of the hirer to take out indemnity insurance in relation to the hire of the rooms, climbing frame and garden at St. Paul's Church Community Centre.
- 13 **If an Occasional Licence** is required, this must be presented at the Parish Office at least 4 weeks before the event, and shall be on public display before and during the event.
- 14 **The volume of any music or amplified sound** shall be kept at a reasonable level to avoid disturbance to neighbours, and shall be reduced on request by the Caretaker or a member of the Parochial Church Council.
- 15 **Only minimum waste matter** may be put in the waste bins provided. The Hirer shall provide bags and remove all cardboard boxes and other scrap items from the premises and dispose of them at their home or at a Waste Disposal Site. All other materials and goods brought into the Church Community Centre for the event are to be removed within the hire period.
- 16 The premises shall be **left in a clean and tidy condition. Please leave the hall as you find it.**
- 17 **Cancellation** of a booking or room(s) shall be made in writing to the Parish office. If a booking is cancelled, the Parochial Church Council reserves the right to levy cancellation fee on the following basis:
More than 3 weeks notice - Hire charge returnable in full
More than 7 days notice but less than 3 weeks - 50% of hire charge
Less than 7 days notice - 100% of hire charge
- 18 On leaving the premises, **all internal doors must be closed and lights must be switched off** (including those in the toilets).
- 19 All vehicles are parked at owners' risk.

All enquiries to: The Benefice Office
St. Paul's Community Centre
Church Road,
Tupsley
Hereford
HR1 1RT

Tel : 01432 274490
email: beneficeoffice@stpaulshereford.org.uk

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