

We hope that you will enjoy your time in the St Aldhelm's Church Centre and would ask that you respect that these premises are a place of regular Christian worship.

St Aldhelm's Church Centre Terms of Hire Updated February 2019

1. Lettings will not be authorised for politically affiliated groups or religious groups (other than those in sympathy with the aims and objectives of the Anglican Communion). No occult or New Age activities are permitted.
2. The St Aldhelm's Church Centre retains the right to refuse entry to any persons. Hirers and visitors shall comply with any reasonable request or instruction given by Centre staff. Anyone failing to comply with these terms and conditions may be required to leave the premises immediately.
3. St Aldhelm's Church has priority to book the Church Centre and your room allocation may be altered at short notice.
4. The Centre is not available to hire on Sundays.
5. It remains the right of the St Aldhelm's Church Centre to refuse hire.
6. The Centre and grounds must not be used for gambling, gaming, raffles, bingo, prize draws or jumble sales.
7. You may **not** apply for an alcohol license or sell alcohol at your function/event. The consumption of non re-saleable alcohol is permitted.
8. Smoking is **not** permitted on the premises, or within the Church/Church Centre grounds. The Hirer is responsible for ensuring that all visitors to the Centre adhere to this policy.
9. No dogs, assistance guide dogs, are permitted.
10. Hirers agree to be considerate of the residents in the neighbourhood and music/entertainment must be played at an acceptable level. All functions/events should cease by 10.30pm.
11. The lift is not for general use and is limited to those who are unable to manage the stairs.
12. The St Aldhelm's Church Centre will not be responsible for any accidents or injury to persons or property, nor any loss or damage to personal property. In some instances, it is the responsibility of the Hirer to ensure they have Public Liability and Equipment insurance cover. You will be asked for a copy of that document prior to confirmation of a booking. It is your responsibility to risk-assess your activity.
13. The Hirer will be held responsible for any damage caused, during the period of hire, to any part of the St Aldhelm's Church Centre site, or property both internal and external. Any damage caused by the Hirer, or the Hirer's guests, must be paid by the Hirer, upon receipt of the total cost of repairs or replacements.
14. Spillages/breakages must be reported immediately to Centre staff.
15. All incidents/accidents must be reported to Centre staff and be recorded in the Accident Book.
16. The St Aldhelm's Church Centre is not responsible for loss or damage to vehicles parked in the car park. Please ensure your guests park considerately and always leave the disabled spaces for which they are intended. No vehicles should be left overnight (unless by prior arrangement).
17. Please note that bicycles are not to be brought into the Centre. There is a bicycle park in front of the reception area. It is your responsibility to secure your bicycle appropriately.
18. Rooms must be vacated by the agreed time of your session/event, as noted on your booking form. Failure to do this may incur extra charges.
19. Furniture, fixtures and fittings must be left as found.
20. You are not permitted to adjust the heating or ventilation controls in your room(s). Please ask a member of staff.

St Aldhelm's Church Centre - Booking Conditions

- Standard minimum room tariffs apply to all private hire service users. Additional charges will be agreed at the time of booking, depending on space/rooms and equipment required.
- For those hiring on behalf of a registered charity, a copy of the charity's certificate will need to be submitted with the booking form, before deductions apply.
- Provisional bookings must be confirmed within 1 week. Failure to do this will result in the booking being cancelled.
- The Hirer is required to pay a non-refundable deposit of £..... on confirmation of your booking. The final balance must be paid within 14 days of submission of our invoice.
- The Hirer must be over 18 years of age and the user of the room(s) booked and must not transfer the booking to a third party.
- Cancellation of booking shall be made no later than 14 days prior to the event date and the deposit shall be retained by the Centre Management, as a contribution towards administration costs and loss of business. Any cancellation made after this time will be charged at the full rate of the original booking, unless the room is re-booked.
- The Hirer is responsible for ensuring that the numbers attending an event do not exceed the number confirmed on your booking, without prior agreement.
- Prices are subject to amendment/change with one month's notice.

Access

Arrangements for access and issues of safety/emergency will be made when your booking has been confirmed. You are requested to make your guests aware of safety issues regarding emergency exits and first aid facilities.

An Evacuation chair has been provided for the disabled/infirm for use in cases of emergency. Please ensure you report to a member of staff anyone in your party who may require the use of the Evacuation Chair. Full training in its' use, is to be arranged through the Centre Manager.

Safety

At the start of your booking you will receive a fire safety briefing from the Church Centre staff, including the location of fire exits and where to meet in the event of an evacuation. Chairs, tables and other furniture or bulky items should be set out appropriately not blocking doors and stairways, to ensure easy exit and access in an emergency.

Safeguarding

Where children or vulnerable people are involved in the activity, the hirer shall on request provide written proof that satisfactory protection and supervision policies are in place. There must be an adequate adult/child ratio.

The parish of Radipole has a Safeguarding Policy for all church groups using the centre. For more details click <http://www.staldhelmstann.co.uk/Parish/Safeguarding.html>

Your event

- When hiring the large function hall and/or kitchen you are required to supply your own linen eg. tablecloths, dishcloths, tea towels, etc.
- You are **not** permitted to affix posters/banners, or any item, to any walls in the Centre & only blu-tac or sticky tape may be used on wooden surfaces.

After your event

- The Hirer agrees to leave the premises, which include the room hired, the toilets, passages and kitchen - clean tidy and free of litter and refuse. Food waste **must** be removed from the premises.
- Please replace room furniture as you found it or as indicated at briefing.
- Rubbish bins are provided in the events/conference rooms - please use them.
- For functions in the Hall, Lounge and kitchen you are requested to remove all your rubbish and food waste from the premises.
- If you have used the tea/coffee facilities - please ensure all crockery is returned to the allocated tray.
- Items of lost property will be kept at the Centre for a period of two weeks. After this time the article will be sold, disposed of or given to charity.

Regular users and agencies who store items within the Church Centre or Centre grounds

Stored Equipment

St Aldhelm's Church Centre accept no responsibility for any stored equipment, or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. **All equipment and other property** (other than stored equipment) **must be removed or packed away in designated cupboards or allocated storage areas at the end of each session.**

Art, craft and paint activities - must be cleared and packed away after each session. For cleaning of brushes and craft items you must (adults only- or children under adult supervision) use the sink facilities in the cleaner's store on the middle floor. There is provision for you to transport these items from your area. Alternatively, you are required to remove these items and clean them off the premises. **ONLY** old style tables must be used for these activities & cleaned properly after use.

You are not permitted to use any other sinks around the building for this purpose for health, hygiene and the comfort of other Centre users.