

St Mark Church Hall – Terms and Conditions of Hire

The St Mark District Church Council (DCC) is pleased to make this facility available for use by individuals and community based groups.

Before making an application to use the hall please read through these notes to ensure your responsibilities are clearly understood. Direct any queries to the Anne Foster.

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

Conditions

1. All bookings are at the discretion of the DCC and are agreed on condition that these Terms and Conditions of Hire are complied with in full.
2. The DCC will not authorise activities that, in its opinion, are, or appear to be, incompatible with Christian principles or may cause undue nuisance to neighbours. The following activities are not permitted on the premises: smoking, gambling, martial arts, clairvoyance and yoga. Alcohol may not be consumed on the premises.
3. All bookings must be made by completion of the 'Hall Booking Form' available from the Hall Bookings Secretary.
4. A non-returnable deposit of £10 is required for all bookings.
5. The DCC reserves the right to cancel any booking in the event of the hall being required for church use, in which case, the hirer will be entitled to a full refund of monies already paid. As much notice of cancellation as possible will be given, and alternative dates given when possible.
6. The DCC and its representatives reserve the right to attend any activity.
7. Keys are to be collected from the Hall Bookings Secretary up to a maximum of two days before a booking and must be returned to the same within 24 hours after the activity. It is the responsibility of the hirer to follow any instructions concerning locking and unlocking the hall. Particular care must be taken to ensure the security of the double fire doors.
8. When booking, the timings must allow for setting-up and clearing away.
9. It is the responsibility of the hirer to familiarise themselves with the fire extinguishers and the action to be taken in the event of a fire. Fire exits must remain clear at all times.
10. A hirer may not sub-let the hall to other individuals or groups.
11. The hirer must obtain such licences as required. These include Performing Rights Society, Phonographic Performance Limited. Bouncy castles or other equipment is brought in at the hirers risk and any insurance and hire conditions are the hirers responsibility.
12. The hirer remains responsible for everyone who comes on to site for the purpose of the booked activity including Health & Hygiene regulations regarding serving and preparation of food.
13. The hirer shall indemnify the DCC for any damage caused as a result of the booking and that any such damage is reported to the Hall Bookings Secretary immediately.
14. A booking entitles the hirer to use the main hall, kitchen and toilet facilities. The upstairs rooms are not to be used and the children's play equipment in the main hall is not to be touched.
15. No animals except Guide Dogs are to be brought into the premises.
16. At the end of a booking, the hire is responsible for ensuring that: all equipment used is returned in the condition and to the place where it should be kept, that all lights and heaters are switched off and that all parts of the building that have been used are clean and tidy.

Check list for 'on the day'

1. Be aware of fire precautions (see notice boards), including position of extinguishers, emergency lighting and exits. Trip switches and torch (in the event of a power failure) are to the right of hall door.
2. No alcohol is to be consumed in the hall or grounds of the church.
3. Towels/tea towels are not provided.
4. Sticky tape is not to be used on the walls or surfaces. Bluetac or drawing pins may be used with care.
5. Parking is permitted on the driveway and two bays to the left of the hall. Please respect neighbours' driveways and property when parking on the street.
6. Please ensure that:
 - The floor is left clean – there is a vacuum cleaner available (stored in the disabled toilet)
 - The toilets are left clean and all taps are turned off and plugs unplugged.
 - All equipment used is returned in the condition and to the place where it should be kept.
 - All rubbish is placed in the wheelie bin outside (to the side of the entrance) if there is room or taken away.
 - All lights and heaters are turned off.
 - All windows are closed.
 - All doors are locked (special care is needed in ensuring that the fire doors are locked – can only be tested from the outside.)
 - Keys are returned as agreed and any breakages reported.

We hope you enjoy your event and thank you for following these terms to ensure that future events can also run smoothly.

St Mark Church Hall – Booking Form

Day & Date of Hire	Day	Date
Times required	From	To
Purpose of hire		
Organisation		
Approx. no of people expected		
Hire Fee	(Please make cheques payable to West Cheltenham Team Ministry)	
Deposit paid		
Balance due (10 days before event)		
I declare that, to the best of my knowledge and belief, the information I have given is correct. I accept and agree to the terms and conditions of hire overleaf.	Signature	Date
Name (Block capitals please)		
Address (Block capitals please)		
		Post code
Telephone numbers	Day	Evening
	Mobile	

Charges 2006

£15 per hour – minimum 2 hours

Provisional bookings will be held for up to two weeks without deposit.

Balance of fees due 10 days before event

Regular users: deduct 10% for 10 or more sessions where payment is made before first session. Further payments to be made monthly.