

# ASCENSION, WESTDENE, MILL RISE, BRIGHTON BN1 5GS

## TERMS AND CONDITIONS

### THE MAIN CHURCH SPACE, HALL (MALCOLM YOUNG ROOM) AND SMALL LOUNGE – INFORMATION AND HIRING CONDITIONS

**Please make sure you read and accept the conditions of hire before you sign your booking form. A copy of this is also available in each hall for reference. Please be aware that the hirer is responsible for ensuring that Security, Fire and Safety requirements are met.**

#### LETTING CHARGES

The halls are let on an hourly or session basis. The Main Church Space is £20 per hour (£100 per day), the Hall (Malcolm Young Room) is £15 per hour (£75 per day) with a minimum charge of £45 for parties for up to 3 hours, and the Small Lounge is £10 per hour. The whole building may be hired for £30 per hour (£150 per day – 8 hours). We may be able to offer a concession rate to long term regular hirers. We do not hire any part of our premises before 12:30 pm on a Sunday. The access time and vacate times stated on the Booking form must be strictly adhered to (please include set up and clearing up times when making your booking). **\*We are able to hold a provisional booking for up to 2 weeks and this will become a firm booking when we have received your payment and signed booking form.**

#### KEYS

The keys can be collected from a keysafe on site and should be safeguarded at all times. We would be grateful if you could return the key promptly at the end of your session so that it is available for other users.

**\*YOU WILL BE CONTACTED BY THE HALLS BOOKING COORDINATOR BETWEEN ONE AND TWO WEEKS BEFORE YOUR EVENT WITH THE KEYSAFE CODE.**

#### CANCELLATION POLICY

Cancelled by Church : The Church reserves the right to cancel the booking if unforeseen circumstances arise subject to returning any booking fee. Notice of this will be given as soon as possible.

Cancelled by Hirer : Cancellations should be notified to the Halls Booking Coordinator at least 72 hours before the session is due to commence.

#### RESTRICTIONS

The halls are only to be used for acceptable purposes in line with Church Policy. We are unable to take bookings for political meetings and meetings/activities which are in conflict with the purposes and beliefs of the Church of England. We do not accept teenage parties, disco's and live bands or any event where there is likely to be continuous noise other than quiet background music. Bookings for wedding receptions will be accepted only where the marriage ceremony is to take place in All Saints' Church, Patcham. Bookings for other wedding receptions, including receptions following registration of civil partnerships, will not be accepted. **EQUIPMENT WHICH IS CAPABLE OF PRODUCING LOUD MUSIC IS NOT PERMITTED.**

#### NOISE AND DISTURBANCE

We respect our neighbours and wish to avoid all occasions that might result in excessive noise and disturbance during lettings. Hirers must ensure that all those attending the event arrive and depart quietly and only within the agreed times of booking. **No event is to finish later than 10.30 pm and the building must be vacated by 11 pm.**

#### PARKING

There is usually ample parking space apart from at school drop off and pick up times. Please take care not to obstruct driveways and to park considerately.

## **SAFETY INFORMATION**

The access to all exits must remain free of any obstruction. The heaters must not have any items (e.g. chairs, clothing) placed within one metre of them. The fire extinguishers must not be removed or covered up in any way.

## **FIRE EXITS**

There are fire exits on all floors. Please familiarise yourself with them on arrival. The fire exit on the middle level of the building can be opened easily from the inside (only). Note that the area at the bottom of the stairs, near the Hall/ Malcolm Young Room, provides some protection from fire for those (possibly disabled) who are unable to vacate the building speedily.

## **FIRST AID/EMERGENCIES**

A First Aid box can be found in both kitchens. If you have to use any item, please inform the Church Administrator so that it can be replaced. An accident form should also be completed (these can be found in the first aid boxes) or reported to the Halls Booking Coordinator.

**There are no public telephones on the premises therefore the hirer should make sure they have access to a mobile phone. If it is necessary to call the Emergency Services the location should be given as follows :**

**The Ascension, Westdene, Mill Rise BN1 5GS**

## **INSURANCE**

Hirers need to ensure that any equipment, electrical or otherwise that they bring to the premises (eg Inflatables, Dance Mats etc) are covered by the Supplier's Insurance as these are not covered by the Church's insurance. The hirer is responsible for making arrangements to insure against any third party claims which may lay against his /her person or organisation whilst hiring the premises. Portable electrical appliances and devices must have an up to date safety certificate which should be made available on request. The Church does not accept any liability for accidents, injuries, damages or loss of personal property as a consequence of using the premises.

## **SAFEGUARDING**

All regular events involving young people under the age of 18 years of age must be supervised by an adequate number of adults. The hirer is responsible for making sure that there is a responsible adult/adults available during the letting period who is/are able to supervise. The PCC has a child protection policy, a copy of which can be obtained from the Halls Booking Coordinator. **Any Hirer for a regular activity that involves children, young people or vulnerable adults who does not have written safeguarding procedures of their own must sign the declaration: Safeguarding, provided to such hirers with these terms and conditions of hire.** If you do have written safeguarding procedures of your own please provide a copy when making your booking.

## **ALCOHOL**

**Due to licensing restrictions the sale of alcohol is not permitted, neither is the setting up of a pay bar.** The consumption of wine, beer and champagne is permitted provided these drinks are provided by the hirer free of charge. Please check with the Halls Booking Coordinator if you wish to supply any other alcoholic drinks. **Wine glasses are not supplied as part of the hire.**

**GAMBLING** is not permitted.

## **ANIMALS**

Except at the discretion of the Church, Guide dogs and Therapy dogs only are permitted within the buildings.

## **SMOKING**

There is a strict **NO SMOKING** rule both inside and immediately outside both halls which the Hirer is responsible for enforcing.

## **DISPLAY ITEMS**

Items should not be attached to walls or doors with Blu-Tack, adhesive tape, drawing pins, nails or other adhesive.

## **HEATING**

A Timer control in the Hall and the mid-level corridor regulates the heating. If the temperature is not adequate on arrival, please press the up-arrow button to set your desired temperature. This will remain set until the next pre-programmed time stamp, which may be during your booking, at which time the heating will go off. There is no need to change any other settings.

In the Main Church Space the timer control is outside the kitchenette door and instructions are provided next to the control.

## **HOUSEKEEPING/MAINTENANCE**

Should it be necessary to report any matters relating to the premises such as faults with appliances, breakages, lack of heating, damage etc, please make contact with the Halls Booking Coordinator. **If damage is as a result of careless or deliberate misuse then the hirer will be requested to pay for the damage.**

## **KITCHENS**

The kitchens are stocked with cutlery, crockery and other items. All kitchenware and catering equipment used must be washed, dried and returned to the place of storage. It is the responsibility of the hirer to provide any refreshment materials consumed on the premises.

## **FURNITURE**

All furniture should be replaced. Chairs are to be stacked neatly and safely.

Chairs should be stacked on trollies 20 high and loose chairs no more than six high against the wall.

**Please prevent children climbing on chairs and causing them to topple.**

## **CLEARING UP**

Users must make sure that the premises are left in a clean and tidy condition ready for the next user. All rubbish (including the contents of waste bins) must be removed by the hirer at the end of the session and not left anywhere on the premises or adjoining land. Please make sure you have included setting up and clearing up in your booking times as you may be charged for an extra session if this has been left undone.

Vacuum cleaners are available on each level apart from the middle level, and both kitchens have cloths and washing up liquid. No other chemicals are available: please bring your own if required. Vacuum cleaners are located under the stairs (Hall/ Malcolm Young Room) and in the toilet (Main Church Space).

**Any posters, signs or balloons including any on lamp posts and fences must be removed.**

## **ON LEAVING THE PREMISES**

**Please ensure that the premises are clean and tidy and that water heaters, lights and room heaters are turned off. Check that windows are closed and fastened**

**Return the key to the keysafe and scramble the numbers.**

**Contact Details :**

**Halls Booking Coordinator :** Olive Ridge

**Mobile No:** 07842 635965

**email:** hallbooking.ascensionbrighton@gmail.com

**Website** [www.ascensionbrighton.org](http://www.ascensionbrighton.org)