

## Brief Conditions of Hire of Church & Hall Premises

1. The premises shall only be used for the purpose for which it is let, and the hirer may not sub-let or assign the booking. The hirer, or named representative, must be on the premises during the letting.
2. **No alcohol and no smoking** are allowed under this letting. Provision for alcohol only by arrangement.
3. The hirer shall be liable for any damage to the premises, furnishings or fittings belonging to the Church occasioned by the use of the accommodation. All breakages must be reported and paid for.
4. **Payment** should be made in full at the time of booking, accompanied by a separate refundable **Deposit** (ideally cheque) for £20 which is required for one off bookings, socials or parties.
5. If a **cancellation** is made more than one week before the letting a full refund less £10 administration will be made (£30 if this refers to a series of bookings). If less than one week's notice is given, the letting charge is payable in full.
6. The **keys** are available on site and on confirmation of your booking we will tell you the arrangement. Please ensure you are aware of this in advance as there is unlikely to be anyone to assist at the time of your event.
7. All rooms are to be left **clean, tidy** and **vacuumed** ready for the next user. Please return all furniture and stack the chairs (if appropriate). Please leave the **toilets** and **kitchen** as you would wish to find them with all washed items returned to the cupboards and check the toilet lights. Finally lock up and return the key to its lock-up box.
8. If there is space in the wheelie bin you may use this for your waste, otherwise we request that you take it with you. Under no circumstances leave **rubbish** inside, or around the bins outside.
9. Hire of the premises is at your own risk and you are advised to have your own insurance. Accidents and incidents should be recorded in the book provided, located by the first aid box in the kitchen.
10. No electrical equipment may be used that has not been recently PAT tested and is done so at your own risk. You should inform us of any equipment you will bring.
11. **Charges** will be reviewed annually. As from **1 January 2013** they are as follows:-

|                                                                                | Hourly rate        | Day<br>7 hours | Frequent and<br>Community<br>use<br>discount | Deposit |
|--------------------------------------------------------------------------------|--------------------|----------------|----------------------------------------------|---------|
| <b>Church</b><br>with kitchenette                                              | £20                | £100           | Please ask                                   |         |
| <b>Malcolm Young<br/>Room (MYR)</b><br>with kitchen                            | £15                | £80            | Please ask                                   |         |
| <b>Whole Building</b>                                                          | £30                |                |                                              |         |
| <b>Parties (MYR)</b><br><i>3 hour minimum slot</i>                             | £15<br>£45 minimum |                |                                              | £20     |
| <b>Small Lounge</b><br><b>(seats up to 10)</b><br>with kitchen if<br>available | £10                |                |                                              |         |
| <b>Offsite chair hire</b>                                                      | £1 each            |                | 3 day hire                                   | £50     |
| <b>Offsite table hire</b>                                                      | £5 each            |                | 3 day hire                                   | £50     |

There is no disabled access to the small lounge. The sound and audio equipment in the church may only be used by prior arrangement and by authorised personnel. For further information please contact the Bookings Coordinator at the above address. Please see the full terms and conditions of hire in our main document.

**APPLICATION FOR HIRE OF PREMISES**

ORGANISATION:- .....

CONTACT NAME:- .....

ADDRESS:- .....

.....  
.....

PHONE NO:- .....

EMAIL ADDRESS:- ..... (for booking confirmation)

REQUIREMENTS:- (Please tick or underline)

- |                                                                                     |                                       |
|-------------------------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> CHURCH                                                     | <input type="checkbox"/> SMALL LOUNGE |
| <input type="checkbox"/> MALCOLM YOUNG ROOM                                         | <input type="checkbox"/> KITCHEN      |
| <input type="checkbox"/> BRINGING OWN ELECTRICAL EQUIPMENT (please list on reverse) |                                       |

Our equipment required:- .....

HIRE DATE/S:- .....

TIME REQUIRED:- From ..... To .....

(Please include all time required including setup and clear-up)

NAME OF RESPONSIBLE PERSON DURING LETTING: .....

I agree to observe the Full Conditions of Hire and to undertake as far as possible that others present will do the same.

- I enclose full payment totalling £ .....
- I ALSO enclose a refundable deposit of £20 (for parties and one off events)

DATE:- ..... SIGNED:- .....

**Please make cheques payable to Ascension Church Westdene.**

If you would like to pay by bank transfer please let us know

## CONDITIONS OF HIRE

### A INFORMATION

**A1 Introduction:** The Ascension Westdene has a well-appointed complex that is used primarily for activities associated with the Church. However, when available they may be hired for approved purposes. The Hall Booking Coordinator is able to assist with all booking arrangements. The use of all church buildings is constrained by the Parochial Church Council (PCC). All potential users must read and sign an agreement to abide by the Conditions of Hire.

**A2** There are three spaces available for use. **The Malcolm Young Room (MYR)** is about 9 by 7 metres with a carpeted floor. There are two toilets and a kitchen, several 6-foot and 4-foot folding tables and about 60 stacking chairs. **The Small Meeting Room** on the next level up can seat up to 10 people. There is no separate access so it is not possible to book this room when the MYR is in use. There is no disabled access to this floor. The **Main Church** space on the top level may seat 100, has a toilet and a kitchenette.

**A3 Noise & Disturbance:** We respect our neighbours and wish to avoid all occasions that might result in excessive noise and disturbance during bookings and as you leave. Hirers are asked to note that the Halls face residential property and adjoin the Ascension Church.

**A4 Hire Charges & Deposit:** The halls are let on an hourly basis as listed in our hall charges sheet. You will be asked to specify access and vacate times, so your booking should include all set up and clear up time you will need. Charges are subject to annual review by the PCC. A deposit of £20 will be required for all parties and socials and will not be refunded if the hall is left in an unsuitable condition for subsequent users. Please contact us for discounts relating to frequent or community use.

**A5 Hiring Procedure:** The Hall Booking Coordinator will be able to deal with any enquiry, and advice on suitability of use and availability. A provisional reservation may then be made but please note that booking is only confirmed upon receipt of the completed booking form and full payment for hire, plus deposit if required. Cheques should be made payable to "Ascension Church Westdene". You will be notified when your payment and booking has been received. It is possible to pay electronically by BACS or Direct Debit. Please ask.

**A6 Key:** The keys are secured in a key safe on site. You will be advised of the access code upon confirmation of your booking. Please be sure this is arranged in advance as there will unlikely be anyone present on site to assist you at the time of your hire. Please press CANCEL before entering in the code.

**A7 Heating:** in the MYR and Small Lounge the heating is on a timer. If the heating isn't on please press the party button (a champagne glass) on the relevant control box for a boost - you will need to set the hours and temperature required. Please don't alter the TIMER settings and always leave it on Timer. In the church please press the EXT button for 1,2 or 3 hours of heat. The control box is in the kitchen and the thermostat is in the main room. Again, no other controls should be changed.

**A8 Parking:** There is usually ample parking space apart from at school drop off and pick up times. Please take care not to obstruct driveways.

**A9 Restrictions:** The hall is not for use for overtly political meetings, teenage parties (unless a member of the church and parents are present), or any function where there is likely to be continuous music or noise (unless it is quiet background music) or consumption of alcohol (unless special permission has been granted in writing). Other restrictions may apply at the discretion of the PCC and they retain the right and power to refuse or cancel a hall booking without reason and without any liability for compensation to the Hirer or any other person.

## **A10 Cancellation:**

BY THE USER: If it is necessary to cancel the booking the hire charge will be refunded in full (minus a £10 administration fee – or £30 in the case of a series of bookings) only if notice of cancellation is received at least one week before the booking is due to commence.

BY THE CHURCH: The church may cancel the booking without prior notice if it needs the church hall itself, subject only to returning any booking fee which has been paid.

## **B CONDITIONS OF HIRE**

**B1 Introduction:** The PCC make the facilities available for hire on the assumption that they will be treated with due care and respect. The conditions set out below are made in the interests of all parties including those who maintain the facilities, other users and our neighbours. They apply to all users and hirers. The hire of our premises is at your own risk.

**B2 Times:** The agreed Access and Vacate Time must be strictly adhered to. Hence when booking the time period, adequate setup and clearing away time must be allowed for in the booking. Evening sessions should end by 10.00 p.m. and the premises vacated by 10.30 p.m. At this time of night please leave quietly.

**B3 Equipment:** Some equipment is available for use: all chairs, tables and loose items in the kitchen, and cleaning materials are available to you. The dishwasher, cooker and sound and audio equipment may only be used with permission and suitable instruction. Contact the Hall Booking Coordinator to request this. Please note that no electrical items you bring onto the site are covered under church insurance nor will the PCC be liable for any injury caused by their use. All electrical items should have an up-to-date PAT test.

**B4 Usage:** Access to and use of rooms or equipment that are outside your booking is not permitted.

**B5 Noise:** Please respect our neighbours especially when leaving your event.

**B6 Gambling:** Is not permitted in the building.

**B7 Smoking:** In line with current government regulations, there is no smoking indoors.

**B8 Alcohol:** The sale of alcohol is not permitted nor is a free bar. The consumption of alcohol on the premises is only allowable by prior, written agreement.

**B9 Display Items:** Under no circumstances should items be attached either to walls or fixtures with Blu-Tack, adhesive tape, drawing pins, nails or other adhesive.

**B10 Safety:** All exits should remain free of obstruction. The fire extinguishers should not be moved or covered in any way.

**B11 Breakages:** All accidental damage and defective equipment should be noted and the Booking Coordinator informed as soon as possible. If damage is a result of careless or deliberate misuse then the deposit may be taken as compensation.

**B12 Accidents and Incidents:** All accidents and incidents relating to health and safety should be recorded in the Incident Book in the kitchen (by the First Aid box) and the Booking Coordinator informed.

**B13 Clearing-up:** Users should leave the halls in a clean and tidy condition ready for the next user. Vacuum cleaners are available on each level apart from the middle level. Furniture should be replaced and in the MYR chairs stacked not more than six high against the wall. All kitchenware and catering equipment used must be thoroughly cleaned, dried and returned to the correct place of storage. All rubbish along with any food and items placed in the fridge, must be removed at the end of the session and not left anywhere on the premises or outside. Please allow adequate time in you booking to allow for this.

**B13 On Leaving:** Please ensure that the premises are clean and tidy and all lights turned off. Check that all windows are closed and fastened. Finally, lock up and return the key to the key safe.

**B14 Return of Deposit:** Your deposit cheque will be held and destroyed when the above conditions are fully met. We will inform you if for any reason we need to retain your deposit.