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| ASHTEAD PAROCHIAL CHURCH COUNCILTerms and Conditions for the Hire of St George’s Christian Centre and the St Giles’ Dell Centre 2016 |

1. **The Hirer must be 18 years of age or over**, present throughout the hire period and responsible for ensuring these Conditions are met.
2. **A refundable deposit** of £50 is required at the time of booking parties (cheques to be dated with the date of the event) and will be refunded subject to the facilities being left in a satisfactory condition. The deposit may be used to cover any cancellation fee or breakages.
3. **Full payment for bookings** should be made by cheque payable to: 'ASHTEAD PCC' one month prior to the event.
4. **Cancellations** must be notified to us one month before the date of the event to be eligible for a full refund.
5. **Provisional bookings** are held for one month. You have the opportunity to confirm your booking before the facility is let to someone else.
6. **Fire Action Procedure** is described by a sign adjacent to light switches in all rooms. The Hirer must communicate this to all in their group.
7. **The Hirer** shall accept responsibility for fulfilling any statutory requirements relating to their use of the premises and should note:
	1. All local and district council regulations should be adhered to where applicable.
	2. Clear access to the emergency exits must be maintained at all times during the period of hire.
	3. The Hirer is responsible for: ensuring any equipment brought into the premises is pat-tested; arranging insurance cover for all activities at their event; and arranging their own copyright license for musical events.
	4. **Child Protection:** The Hirerconfirms that they are aware of the Home Office Code of Practice Safe from Harm and undertakes to adopt the recommended practice in all work with children and young people under the age of sixteen years.
	5. **Kitchen Use:** It is the Hirer's responsibility to ensure that the environmental health regulations are observed. A Hygiene Certificate holder is required to be present for all food preparation. A list of guidelines for use will be given by the Centres Manager. Do not use any kitchen equipment for which you have not been trained. Children are not permitted in the kitchen.
8. **The Hirer** is responsible for leaving the halls, rooms and kitchen clean and tidy, and ensuring that:
	1. All chairs and tables are cleaned and stacked back in designated cupboards.
	2. Any spillages are mopped up and floors swept. If the carpet is stained, to pay for professional cleaning if in-house cleaning does not achieve a satisfactory result.
	3. Toilets must be left clean and tidy.
	4. All crockery and utensils used to be put through the dishwasher and put back in cupboards and shelves. The kitchen floor must be washed.
	5. Waste bins are to be emptied into the black bins outside the building. Fresh bin liners must be placed in the kitchen bins.
	6. No refuse or litter is to be left on the premises. All recyclable materials (cans, glass & plastic bottles) must be taken away.
	7. Any breakages must be paid for in full.
9. **The Hirer** will be liable for:
	1. Any extra costs or charges incurred by the PCC to remedy the Hirer's failure to observe these Terms and Conditions
	2. Making good any loss or damage to the premises, furniture, crockery or other equipment or fittings caused during the period of hire.
10. **Setting up** and clearing away is the responsibility of the Hirer. Please include this when making a booking. You may not enter the premises before the agreed time of hire, and please ensure you leave promptly at the end of your period of hire. Evening bookings end at 11pm.
11. **No fastenings**
	1. No fastenings should be driven into ceilings, walls or woodwork. No Sellotape, Blu-tack or adhesives are to be used on walls or ceilings.
	2. Any Sellotape used to fix banqueting roll to tables, must be removed after the event.
12. **No alterations** may be made to lighting, wiring, or other fitments without prior consent of the Centres Manager.
13. **The Centres Manager** (and accredited representatives) reserves the right of entry at all times.
14. **The PCC** reserves the right to:
	1. Cancel any booking and refund any monies paid for the hire should the Church require the facilities.
	2. Close down any event during the period of hire.
	3. Not be liable for any damage or consequential loss resulting from such cancellation by reasons beyond their reasonable control.
15. **The PCC reserves the right not to accept bookings where the activities in their view are incompatible with Christian tradition. The PCC will not allow Hallowe'en parties, Yoga, Eastern Martial Arts or similar activities.**
16. **The PCC**, its representatives and employees will not be responsible for any loss of or damage to any property including vehicles, brought on the premises by the Hirer, their employees or other persons; or for any loss, damage, injury or expense which may be suffered or incurred by any person or persons on the premises, except for death or bodily injury in so far as it results from the negligence of the PCC.
17. **No Dogs** are permitted in the building except Assistance dogs.
18. **No Alcohol** is to be sold or consumed on the premises without the written permission of the Centres Manager.
19. **No Smoking** is allowed on the premises.
20. **Access to St Giles' Dell Centre and St George's Christian Centre:** The Hirer should contact Reception to arrange a security briefing at least a week before the event. Reception is open 9.30am to 12.30pm Monday to Friday. Reception is not open on Saturdays.
21. **The Halls at St George's and St Giles' are not available for hire on Sundays.**
22. **Parking** is limited at St George's Christian Centre. Parking in Oakfield Road is difficult, so when communicating with people attending your event, please ask them to be considerate how they park (do not park close to a driveway or entrance or on a grass verge, thank you). Please park in the church drive for events at the St Giles' Dell Centre.