

ST. MICHAEL'S PASTORAL CENTRE, Lower Church Road, Sandhurst, Berkshire. GU47 8HN

Telephone: 01252 873030 E mail: office@stmichaels-sandhurst.org.uk

Please see photographs of hall and facilities on www.stmichaels-sandhurst.org.uk

Office opening hours: 10.00-1.30pm weekdays, closed Thursdays.

CONDITIONS OF HIRE 2016

The Parish Office takes all bookings on behalf of the The Parochial Church Council (P.C.C.).

BOOKINGS. To be made by Application Form. The Hirer, a named adult (over 21 yrs), shall be responsible for the booking of the premises and should be on the premises for the whole period of the booking. The Hirer shall be the person responsible for the safety, security and operation of the function booked, and for leaving the building secure. No changes in the proposed arrangements will be allowed without the agreement of the Parish Office, who reserve the right to cancel such arrangements if necessary. This may also apply to regular bookings.

The Hirer may only have access to those parts of the building and facilities as agreed on booking form (not Churchyard paths and consecrated grounds). Evening functions must finish by **11.30pm**, clearing up may continue after this. Access is not permitted the following morning as the building is used by the church.

Not available for hire on Good Friday, Easter Saturday, Christmas or Boxing Day.

DEPOSIT. The Hirer to pay deposit of £200 at time of booking, payable by cash or Bacs Acc. 00019744. Sort code 40-52-40 to Sandhurst P.C.C. Reference Hall D & your name for deposit. Cheques should be made out to Sandhurst P.C.C.

At least 4 weeks notice in writing is required of the cancellation of any booking, or £50 of the deposit will be retained.

The deposit will be refunded upon return of the key, subject to premises being left at the agreed time and in clean, tidy and secure condition as per Hire Check List, and provided there is no damage to the Centre or its contents. Any extra cleaning * or unscheduled call outs made necessary by the Hirer will be charged for. Failure to switch OFF appliances and/or lights will result in the Hirer being charged for the electricity and gas used. Failure to secure doors/windows of the premises will result in Hirer being liable for any resultant damage.

* If you would like to arrange for a cleaner after your function, there is an additional charge of £45 for this service, but the building must still be left secure and all equipment used must be put away.

PAYMENT.

Full payment for use of the Centre should be made when the key is collected from the Parish Office, one or two working days before the function takes place.

If using Bacs facility please pay at least one week before the booking using the above bank details (see deposit) but reference to use is : Hall & your name.

FOR REGULAR BOOKINGS ONLY:

Your personal key: £20 cash deposit to be given in case of non return, refundable upon return of key.

Payment is due upon receipt of invoice, at the beginning of each month or term.

Cancellation of sessions: At least two weeks notice to be given or full hire fee is payable.

Booking Changes: Any changes in room allocation and times should be agreed with the Parish Office and must be confirmed in writing please.

All equipment, signs etc., to be put away leaving premises tidy and in good order for next users.

RULES

1. SMOKING IS NOT PERMITTED IN ANY PART OF THE PASTORAL CENTRE.

Disco Smoke machines will activate the fire alarm and are not permitted. Please ensure your entertainer/d.j. is aware of this.

Fire equipment (extinguishers, blankets etc.) must not be moved or used for any other purpose than fire, and **FIRE EXITS MUST BE KEPT CLEAR AT ALL TIMES.**

For fire regulations the capacity for the Hall is 150, the hirer undertakes not to exceed this.

2. DECORATIONS. No decorations, notices, posters etc. be fixed to any part of the premises. No bolts, nails, tacks, screws, blue tack, pins, adhesive tape nor other like objects shall be affixed to any area. No alterations or additions may be made to the building or its contents/equipment. In particular, additional lights and extensions from the existing light fittings shall not be used without the prior consent.

3. ALCOHOL. No intoxicating liquor shall be sold on the premises unless the Hirer has obtained the necessary License. No under age drinking is permitted under any circumstances.

4. TICKET SALES. If tickets are to be sold for any public entertainment, the Hirer must obtain a licence from the Performing Rights Society. The Hirer shall indemnify the P.C.C. against any infringement of copyright, which may occur during the hiring.

5. BETTING. The Hirer shall not contravene any regulations etc. appertaining to any Local Government instructions/regulations or Parliamentary Act etc., particularly relating to Betting, Gaming and Lotteries.

6. RESPONSIBILITIES: The Hirer shall be responsible for ensuring good order is kept during the hiring. We reserve the right to put a stop to any entertainment or meeting not properly conducted. The Hirer must ensure that noise is kept to a reasonable level and hereby agrees to reduce the noise immediately upon any request to that effect.

Use of the outside play area is not permitted unless a prior arrangement has been made with the nursery. All the equipment in the area belongs to the nursery and the nursery will claim costs for any loss or damage from the hirer's deposit.

Teenage parties are not normally accepted, however in certain cases bookings may be accepted, provided parents stay on the premises during the party booking, and final decisions on the booking may only be made by the Rector and churchwardens via the Parish Office

Use of the premises for Discos/Private Parties (including children's parties), where those attending are 18 years and under, must ensure that **at least 1 adult per ten 18's and under** will be on the premises, including building surrounds, for the duration of the event and 20 minutes after.

7. PROPERTY of the Hirer and the Hirer's agents must be removed by the end of the agreed period of hire or fees may be charged for each day or part of day until this is removed. The P.C.C. accept no responsibility for any property left on the premises after the hiring. In the case of sales of goods and/or work and on any other occasion when property is brought on to the premises for sale, all property remaining unsold at the termination of the hiring will be considered to be the property of the Hirer for the purposes of this condition. However, where possible any small items of value left on the premises will be retained in the Parish Office for ONE MONTH only.

The P.C.C. accepts no responsibility in respect of loss, accident, damage, death or injury that may occur whilst persons are on the premises. P.C.C. further accept no responsibility for any loss due to the breakdown of equipment, failure of supply of electricity, leakage of water, fire, Government restriction or act of God which may cause the Centre to be temporarily closed or the hiring to be interrupted or cancelled.

8. ACCIDENTS. The Hirer shall indemnify the P.C.C. against any claim, which may be made by any persons resorting to the Pastoral Centre during the hiring in respect of any such loss or damage or injury. In the event of an accident occurring to any person (s) in the Centre, details must be recorded in Accident Book, kept by the 1st aid box, ground floor kitchen.

RUBBISH. Black bin sacks are provided (in cleaning cupboard next to the kitchen sink).

ALL rubbish must be taken away, as there is no bin collection at the Centre.

FINES FOR PROBLEM BOOKINGS (costs will be deducted from the booking deposit):

Any extra cleaning nec., including the dishwasher: £50 (£45 if cleaner requested on booking form)

Electrical items or htg left on £6.00 per hr. Damage to premises, to be assessed at time.

Broken crockery/glasses: £3 per item. Keyholder call outs £12. Rubbish left £12.50 per bag.

Keyholder call outs, inc. fire alarm set off by d.j. smoke machines: £12.00