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 Wednesdays

TERMS and CONDITIONS OF HIRE from 2024
For Non-Church Groups

The Parish Office takes all bookings on behalf of The Parochial Church Council (P.C.C.) of St. Michael and All Angels Church, Sandhurst.

1. **BOOKINGS** All bookings must be made on the Booking Form. The Hirer (a named adult over 21 years), shall be responsible for the booking of the premises and should be on the premises for the whole period of the booking. The Hirer is 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 Centre is not available for hire on Maundy Thursday, Good Friday, Easter Saturday, Christmas Eve, Christmas Day or Boxing Day. The Hirer should make an appointment with the Parish Office, normally between 10 am and 1.30 pm on a Monday or Thursday, to collect keys and be shown how to unlock and lock up the building, the location of cleaning materials, etc.
NB Teenage parties are not normally accepted. Exceptions to this will only be made on condition that parents stay on the premises during the party booking, and subject to paragraph 7 below. Final decisions on the booking may only be made by the Rector and Churchwardens via the Parish Office.

2. **FACILITIES PROVIDED** The Hirer may only have access to those parts of the building and facilities agreed on booking form and is responsible for ensuring that guests are respectful of the consecrated grounds. For fire regulations, the capacity for the Seeby Hall is 150. Evening functions must finish by **11.30pm**, (not including the allocated clear-up time). Access is not permitted after the booked period, e.g. the following morning. Please note: the hire does not include exclusive access to the building.

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

4. **DEPOSIT** The Hirer will pay a deposit at the time of booking. This is payable by cash, cheque (made payable to Sandhurst P.C.C.) or online via Sandhurst P.C.C BACS (Lloyds bank account; Acc. 01587536; Sort code 30-90-09). Please quote *Hall D & your name* on BACS payment and on the reverse of cheques. The deposit will be refunded upon return of the key, subject to the premises being left at the agreed time and in clean, tidy and secure condition as per the 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. See paragraph 21.

5. **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 4. Deposit) and the reference to use is: Hall & your name.

6. **CLEANING** It is the Hirer's responsibility to leave the building in the same condition of cleanliness in which it was found, including the areas outside the entrances to the building. If you would like to arrange for a cleaner after your function, there is an additional charge of £50 for this service, but the building must still be left secure and all equipment used must be put away. You will find cleaning equipment, including black bin sacks, in the cleaner's cupboard, a key to which will be provided. All rubbish and recyclable materials must be removed from the Centre by the Hirer, as they are not the responsibility of St Michael's Church.

7. **UNDER 18s** The Hirer needs to ensure that they have adequate measures in place to safeguard children from harm. When there are under eighteens on the premises, the Hirer will ensure that there is a ratio of at least 1 responsible person over 21 years for every 10 under 18, subject to a minimum of 2 adults over 21 being present for the duration of the hire.

8. **SMOKING** is not permitted in any part of the Pastoral Centre including doorways. This includes e-cigarettes/vaping. Receptacles for cigarette ends are provided on the wall beside both doors. **Disco Smoke machines will activate the fire alarm and are not permitted. Please ensure your entertainer/D.J. is aware of this.**

9. **FIRE SAFETY** Fire equipment (extinguishers, blankets etc.) must not be moved or used for any other purpose than fire. All passageways, stairs and Fire Exits must be kept clear at all times. Fire doors must be kept closed and the user must be aware of emergency contact numbers should there be an alarm. Damage to break-glasses and fire safety equipment will be charged for. The Hirer is responsible for making their guests aware of fire and evacuation procedures. The assembly point is usually in front of the door of the church that is nearest to the Pastoral Centre. Charges may arise if the alarm is set off unnecessarily. In the event of the alarm being activated, the hirer will ensure that their party safely evacuate the building and only when safe will then contact one of the designated people whose phone numbers are listed to the right of the alarm control panel on the ground floor. The location will be shown to all hirers when they collect their keys.

10. **BOUNCY CASTLES** Please note: there is an additional charge for a bouncy castle (see Booking Form). If any damage is caused to the hall as a result of the use of a bouncy castle, we reserve the right to charge for any necessary repair.

11. **DECORATIONS** We would encourage you to use decorations which do not need to be attached to any part of the building (including walls). Any decorations should be put up in a manner that could not damage any part of the Centre. 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 of the Parish Office.

12. **ALCOHOL** No under-age drinking is permitted under any circumstances. No intoxicating liquor shall be sold on the premises unless the Hirer has obtained the necessary Licence.

13. **DRUGS** No illegal drugs or "Legal Highs" are to be on the premises or the grounds at any time.

14. **TICKET SALES AND COPYRIGHT** If tickets are to be sold for any public entertainment, the Hirer must obtain a licence from the Performing Rights Society and shall ensure that no copyright material (music, songs, writing, drama) is performed without the consent of the Copyright holder. The Hirer shall indemnify the P.C.C. against any infringement of copyright which may occur during the hiring.

15. **BETTING** The Hirer shall not contravene any Local Government regulations or laws relating to Betting, Gaming and Lotteries.

16. **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.

17. **OUTSIDE PLAY AREA** Use of the outside play area is not permitted unless a prior arrangement has been made with Redwood Early Years Nursery Group. 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.

18. **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 thereof 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. Where possible any small items of value left on the premises will be retained in the Parish Office for ONE MONTH only.

19. **LIABILITY** 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. The P.C.C. further accepts no responsibility for any loss due to the breakdown of equipment, failure of supply of electricity, leakage of water, fire, Government restriction or *force majeure* which may cause the Centre to be temporarily closed or the hiring to be interrupted or cancelled.

20. **INSURANCE** The Hirer is responsible for ensuring that they have adequate public liability insurance for their own event. (All church events are covered by the public liability insurance held by the P.C.C.).

21. **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 on an Accident Form, kept by the First Aid box over the hand washing sink in the ground floor kitchen.

22. **ADDITIONAL CHARGES** The P.C.C. reserves the right to deduct the following charges from the booking deposit as necessary:
    - Any extra cleaning needed, including the dishwasher: £60 (£50 if cleaner requested on booking form)
    - Electrical items or heating left on: £6.00 per hour.
    - Damage to premises, to be assessed at the time.
    - Broken crockery/glasses: £3 per item.
    - Rubbish left: £12.50 per bag.
    - Keyholder call outs, including fire alarm set off, e.g. by D.J. smoke machines: £12.00.

23. FOR REGULAR BOOKINGS ONLY

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