

ST. JOHN THE BAPTIST, STONELEIGH - PARISH CENTRE

Conditions and regulations relating to the hire of the hall,
parish room and kitchen in St. John's Centre,
Station Approach, Stoneleigh, Epsom, Surrey KT19 0QZ.



The Centre is not normally available for evening parties

1. DEFINITIONS

- a. 'Centre' means the hall, kitchen, parish room, access area and toilets.
- b. 'PCC' means the St. John's Parochial Church Council and includes any authorised person (We).

2. APPLICATION TO HIRE BY PERSONS OVER 21 YEARS

- a. You must use our form, whether on-line or hard copy, to make an application to hire and to secure your booking,
- b. We reserve the right to refuse any application,
- c. You must not sub-let or assign the Centre.

3. USE OF CENTRE

- a. You can use the rooms stated on your application form. You can also use the kitchen (which may have to be shared with another user) hallway, and toilets and all the freely accessible furniture, which must be returned to the positions in which it was found.
- b. You must arrange any necessary licences relating to your intended use of the Centre.
- c. You must obtain a licence to sell or raffle alcohol or to include it in a ticket of admission.
- d. There must be no infringement of copyright and in the case of musical, film or video entertainment. The requirements of the Performing Rights Society must be fulfilled.
- e. We may require you to have stewards at your event.
- f. You must not admit a disorderly person to your event.
- g. Smoking is not permitted in any part of the Centre.
- h. You must not interfere with any of the fixtures, fittings or equipment in the Centre.
- i. Decorations, if any, must be fixed with Blu Tak on wood and removed before you leave.
- j. To avoid activating the fire alarm please do not use sparkling candles, indoor fireworks, or smoke machines in the Centre. (Ordinary birthday candles are allowed).
- k. Your use of the Centre must not create excessive noise. The exit doors must be kept closed when music is played.
- l. You may gather on the grassed area immediately outside the Hall – but NOT beyond the railing.
- m. Your hire cannot extend beyond 11.00pm.
- n. **When you leave the Centre, you must:**
 - Ensure that the premises are left clean and tidy (wash up, sweep up, mop up) and any articles brought in are removed.
 - Ensure that all rubbish is put in the large waste bins (not brown) which are on the driveway at the front of the church. The kerbside bin must NOT be used. Recyclable waste to be taken home.
 - Ensure that all lights and electrical appliances, with the exception of refrigerators and freezers, are switched off.
 - Ensure that the building is securely locked, including the fire escape doors, and that you have returned your key to the key safe if required.

4. PUBLIC SAFETY AND ACCESS

- a. The Emergency Services and duly authorised officers of the Local Authority, can enter the Centre at anytime.
- b. You must know about the fire precautions and equipment and ensure exits operate and are kept clear.
- c. You must record any accident and the use of any of our first aid materials.
- d. The number of persons admitted in the hall must not exceed 100.
- e. These conditions are subject to such variations as may be required to comply with Local Authority requirements.

5. CHILD PROTECTION

- a. **Occasional hirers:** You are required to ensure that children are protected at all times by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. Appropriate adult supervision should be provided. You should be aware that other people may also be using the premises.
- b. **Regular hirers:** If you have your own policy it should be based on the government guidance 'Working together to Safeguard Children 2018'. If required, further information is available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf Otherwise you should abide by St John's Policy, procedures and good practice. A copy of St John's policy is on the noticeboard. Forms of declaration will be sent you.

6. HIRE CHARGES: OCCASIONAL HIRERS

- a. Your booking will not be secured until payment of the hire charge has been received. A provisional booking will be held for up to four weeks.
- b. You need to pay at the same time, by separate cheque, a deposit of £100 against possible damage etc. to the Centre or the failure to return the key to the key safe if required. The deposit cheque will be shredded after the event if there is no damage and the key has been returned.
- c. Cheques must be made payable to 'PCC St John the Baptist' not to any individual.
- d. If you cancel your booking within 14 days of the event your payment may be retained.
- e. We may cancel a booking either before or during a booking either because in our opinion the Centre has become unsafe for use, or because it is required for use for an Election or other official or Church purpose. In this case we will refund all your payments, but this will be the limit of our liability to you.

7. HIRE CHARGES: REGULAR HIRERS

- a. Ten advance bookings over 12 months attract a discount.
- b. No deposit is required.
- c. Payment will be required at the end of a period of hire as shown on the invoice. Cheques made payable to 'PCC St John the Baptist'.
- d. Three months notice of termination is required from the PCC and normally from the Hirer.

8. INDEMNITY AND INSURANCE

- a. We will not be responsible for injury or accident to any person or for the loss or theft of or damage to property belonging to you or any person attending your event.
- b. You must indemnify and keep us and our agents indemnified, from and against all claims, costs, damages, expenses, actions or demands whatsoever arising out of or in any way connected with your hiring of the Centre.
- c. You are responsible for the costs of any necessary repairs or additional cleaning to the Centre arising from your use, including any consequential losses should the Centre be unusable as a result. You must ensure that all persons using the premises wear footwear which will not damage the floors. You must report breakages.
- d. You must ensure that you have adequate insurance arrangements to cover your responsibilities. Regular hirers must provide a copy of their insurance policy schedule.
- e. You must ensure that any electrical equipment you bring for use in the Centre is safe.

9. TERMINATION OF USE

- a. If you do not comply with any of these conditions, or any of our instructions or requests, then we can terminate the hire without notice.
- b. You must only use the Centre for the purpose(s) we have agreed to, and we reserve the right, if we believe your use is improper, of immediately terminating your booking without payment of any compensation.