

The Parish Church of St Mary's Ashwell



Hire of Parish Church Room

CONDITIONS OF HIRE

The “**Parish Room**” refers to the buildings and fittings of St Mary’s Church Parish Room located in Swan Street Ashwell. The “**Management**” is the Parochial Church Council and its authorised representatives. The “**Hirer**” is the person identified on the application form and includes all associated persons or organisations.

1. Accommodation

- 1.1 The Parish Room available for hire with the maximum number of people permitted being 48.
- 1.2 The hire of the Parish Room may also include use of the kitchen area and it's crockery, cutlery and electrical equipment. In this case Hirers are expected to wash up any crockery etc. **AND PROVIDE THEIR OWN TEA TOWELS AND TABLE CLOTHS and dispose of any rubbish in the appropriate receptacles.**
- 1.3. There are separate male and female toilet facilities off the entrance area.
- 1.4 There is no car park available and vehicles must be parked in the neighbouring streets taking care not to inconvenience local residents.
- 1.5 Access to the building is via the side door only. Fire Exits are for emergencies ONLY.

2. Applications

All applications for the use of the Parish Room must be made on the prescribed form to the Parish Administrator at the Parish Office at the Doctors surgery, Gardiner's Lane Ashwell SG7 5P, by post or e-mail (office@stmarysashwell.org.uk). **Please note: a booking cannot be confirmed until a booking form has been received.** Provisional telephone bookings will be held for two weeks only.

3. Timings

- 3.1 The room is unavailable prior to the agreed time as stated on the Booking form.
- 3.2 If set-up is required, a minimum of 15 minutes **must** be allowed *before* the event start time to allow for the room to be prepared.
- 3.3 If set-up is required a minimum of 15 minutes **must** be allowed *after* the event to ensure take-down is possible prior to the commencement of the next booking.
- 3.4 The room must be **vacated** by 11.00pm.

4. Payment

- 4.1 The booking fee must be received within 30 days of the invoice issue date.
- 4.2 Any subsequent costs incurred by the Management as a consequence of the booking, such as extra cleaning over and above normal cleaning procedures, will be charged on to and paid by the hirer.

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5. Cancellations by Hirer

- 5.1 All bookings cancelled within three days of booking date will be subject to a 100% charge.
- 5.2 All bookings cancelled within one week of booking date will be subject to 50% charge.
- 5.3 All bookings cancelled with at least one weeks notice will not be subject to charge.

6. Cancellations by Management

- 6.1 The Management are at liberty to terminate any agreement in relation to the hire of the Parish Room if it considers that the Hirer has in any way damaged the buildings, fittings, fixtures or furniture or has subjected them to undue wear and tear or in any other way been guilty of a breach of the Conditions of Hire. Management liability shall be limited to the refund of any payment made by the Hirer, for that booking.

7. Catering

- 7.1. Details must be provided on the booking form of any external catering company that will need access to the premises. The Management accept no liability for loss or damage to items left on the premises by a caterer.
- 7.2. **Unconsumed Food:** The hirer is responsible for the disposal of all left over food and should provide their own black bin liners. Wheelie bins are located at the side of the building.

8. Hirer Responsibilities

- 8.1. **Cleanliness:** The Hirer is responsible for leaving the facilities in a clean and tidy condition at the end of use, having replaced any furniture which has been moved. All rubbish must be removed by the Hirer from the Parish Room. **Hirers are responsible for removing all surplus goods from the premises including any bottles and jars.**
- 8.2. **Alcohol Licence:** If alcohol is to be bought or sold in the Parish Room, then the Hirer is responsible for obtaining the appropriate licence. (an occasional licence **MUST** be obtained from NHDC)
- 8.3. **Damage:** The Hirer is responsible for maintaining the condition of the Room during hire and is liable for all damage to the building, fixtures, fittings, furniture and items, belonging to the Management or any authorised third party, or stored with the permission of the Management (such damage being assessed by the Management or the owner). The payment of a hire charge should not be considered the limit of responsibility.
- 8.4 **Keys and Security:** The hirer is responsible for obtaining the keys to the Room as directed by the Parish Administrator and for locking all the relevant doors, securing the premises and returning the keys as directed at the end of the hire.
- 8.5 **Safeguarding Policy:** If the hirer is engaging in activities involving children under the age of 18 or vulnerable adults, the hirer is responsible for ensuring they have a safeguarding policy and that those leading the activities are adequately covered by this.

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8.6. **Insurance:** The Hirer is responsible for taking out any such insurance as may be necessary or appropriate to cover liabilities associated with the activities they will be undertaking in the Parish Room.

9. Special permission in advance of the booking is required for:

- 9.1 The introduction of furniture or equipment. When permission is granted, it is the Hirer's responsibility to ensure that the item is in good working order and is operated by a responsible, well-trained individual. The Hirer also agrees to remove the item at the end of the booking. The Management will not accept responsibility for any injury caused by said items, or loss/damage of the item in the event that it is left behind.
- 9.2 Making alterations or adaptations to the electrical installation, or introducing electrical appliances.
- 9.3 The use of amplifying equipment.

10. Prohibited Activities

- 10.1 Ball games or other boisterous activities that might damage the interior are not permitted. *If children's paints or similar materials are used the Hirer must ensure that all surfaces are left in a clean condition at the end of the hire.*
- 10.2 The Parish Room has a NO SMOKING policy and Hirers are expected to respect and enforce this policy.
- 10.3 Discos are not allowed.
- 10.4 Adhesives such as sellotape or blu-tack may not be used to secure "materials" to the walls or woodwork.

11. Insurance / Safety

- 11.1 The Hirer shall observe all safety regulations and procedures in accordance with the instructions provided in the Parish Room (e.g. Fire Exits must be kept clear at all times) and shall ensure that the number of persons in the Parish Room does not exceed the maximum advised by the Management. Failure to observe these safety procedures **will** invalidate insurance for the Parish Room, in which case the Hirer **will** be held liable for any resulting loss, in addition to any penalty at law for non-compliance with regulations.
- 11.2 The Management will not accept responsibility for any loss, damage or accidents occurring during the occupation of the Parish Room and all lettings are made on the understanding that the Management, the Priest in Charge and authorised representatives are, for the time of hire, indemnified accordingly by the Hirer. **It is the duty of the Hirer to take out insurance, where appropriate, e.g. insurance of their property and insurance against claims that might be made by third parties.**

12. Telephone and First Aid Box

The Hirer must note that there is no telephone in the Parish Room. **First aid boxes** are situated in the kitchen area. The Hirer must make himself/herself aware of the exits, the location of fire appliances for emergency use and communicate this to the users.

If you have any queries about these conditions please contact the Parish Administrator between 12 noon and 2.00pm Monday to Thursdays. Telephone: 01462 742601. Email office@stmarysashwell.org.uk