

## **ST LUKE'S CHURCH HALL EXTENSION BOOKING CONDITIONS**

PLEASE NOTE THAT ALL BOOKINGS ARE MADE AT THE DISCRETION OF THE EXTENSION MANAGEMENT TEAM AND THE PAROCHIAL CHURCH COUNCIL (THE PCC) AND ARE SUBJECT TO THE TERMS AND CONDITIONS CONTAINED IN THIS FORM. ALL HIRERS MUST BE AGED 18 OR OVER.

**Below is a list of charges and conditions for use of the facilities. Please read these before completing all relevant sections of the booking form and returning it to the Bookings Secretary. Bookings are subject to approval before being confirmed.**

**Hall Charges:** for regular hirers (at least one session per month) £20 per hour and £23 per hour for one off bookings. Hire fees include the use of the kitchen.

**A deposit of £15 is required as soon as any new booking is confirmed. This is non-refundable if the booking is cancelled at short notice. The remaining fee will be due within 2 weeks of invoicing.**

### **The Hall has the following Capacity & Dimensions:**

Hall Capacity:	200 people standing, 130 seated	Chairs:	approx. 150
Long tables	16	Small folding tables:	9
School tables	5	School chairs:	11
Size of hall:	13.7m x 10.6m (45 feet by 35 feet) - excluding stage area		

**Toilets** - there are Gentlemen's toilets and a disabled toilet in the entrance to the Hall and Ladies toilets and a disabled toilet with baby changing facilities in the corridor at the back of the hall.

### **Booking Conditions: -**

1. **Church precedence** - St. Luke's Extension is part of the Church and the requirements of the Church take absolute precedence. When the Church requires the use of the Hall adequate notice will be given in writing.
2. **Hirers' Responsibility** – The Hirer shall be responsible for any accident or injury arising out of an activity for which they have booked the premises. It is the Hirers' responsibility to ensure that the premises are safe for the purpose for which they intend to use them and that they are only used for the activity stated when completing the booking form. Clubs and Organisations should have their own Public Liability Insurance in place and evidence of this insurance must be seen by the Hall Bookings Administrator before the date of the event. Hirers must do their own Risk Assessments to ensure the safety of their event, including considering the Covid guidelines in the attached poster.

### **It is the hirers' responsibility to ensure :-**

- a) **No more than 200** people are in the hall at any time and that the maximum **seating capacity of 130** is not exceeded.
  - b) **All Fire Regulations** are complied with. **The Fire Action Notice** for the premises is displayed on the Hall noticeboard. **All Fire exits and corridors MUST kept clear** at all times. A fire blanket and fire extinguisher are kept in the kitchen. The Fire doors at the front of the main hall are for emergency use only (and are held with emergency ties). Entry and exit to the hall is via the hall main entrance.
  - c) **Accidents & First Aid** these must be recorded in the Accident Log Book, which is kept in the First Aid box in the kitchen. Defibrillators are at the Community Hall, near Tesco, CO5 0UP or next door at the Tiptree Parish Council Office. Instructions are provided once you have put a call through to 999 for assistance.
  - d) **Any loss or damage to the building or contents must be** reported to the Hall Bookings Administrator. A charge may be made for this.
  - e) When using the Hall **The 'Responsible Person' must be present**, as on the booking form. They must ensure only agreed activities take place.
3. **Purpose of hire**, the Extension **must not** be used for activities other than as stated in the 'Purpose of hire' disclosed on the booking form. Some activities would not be approved as being suitable to be held on Church premises\*.
  4. **Equipment** users bringing their own electrical equipment must ensure it is PAT tested annually and recorded on the appliance. If you are holding a child's party and would like to have special equipment, such as a bouncy castle, you must discuss this with us first before returning the booking form. **There is a height restriction in the hall of 2.0m** which allows for clearance of the equipment when it is being used – please note that any damage caused by these will be charged to you.
  5. **Safeguarding of children and young people and vulnerable adults**  
St. Luke's PCC has adopted and is committed to the Church of England Policies and best practice on safeguarding. A copy of the policy is in the 'Policies and Procedures' file in the Church Office and **a Certificate is displayed on the Hall Noticeboard with names and numbers for you to contact in case of an incident.** Information can also be found on the Church of England Website: [www.churchofengland.org/more/safeguarding](http://www.churchofengland.org/more/safeguarding)  
If working with children, young people or vulnerable adults, it is a condition of booking that event organisers make themselves aware of this policy while they are on the church premises. **By signing this booking form, you acknowledge that you agree to abide by these policies. Our Parish Safeguarding Representative is Wendy Borgartz: 01376 573184; [w.borgartz@btinternet.com](mailto:w.borgartz@btinternet.com)**
  6. **Payment of hire fees** – for one-off bookings the deposit of £15 is non-refundable and payment in full is due at least **7 days before** the event. Payment for regular bookings should be agreed with the Hall Bookings Administrator prior to commencement.

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7. **Cancellation of one-off bookings** – the one-off deposit of £15 is non-refundable. Where notice is given more than 7 days before the event (when full payment is due) there is no further fee to pay. **Where the full amount has already been paid** there will be no refund of hire charges if the booking is cancelled by the hirer **on the day of the event** unless at the discretion of the Hall Bookings Administrator. **For regular users who give advance notice** no fee will be payable and usually alternative arrangements will be made. **If the Extension Management Team is forced to cancel the hire** for any reason then the full hire charge will be refunded.
8. **Preparation Time** It is essential that **all preparation time** for setting up and clearing away is included in the hire period. **This must be booked and paid for.**
9. **Vacating the Hall and clearing up** Following use of the hall and the Extension facilities the hirer must ensure that it is left **clean and tidy** for the next user, remember to **'leave it as you find it'** (including the toilets). Brooms and equipment are available in the two **Store Cupboards**. Please remember that all clearing up must take place within the period of hire and the hire must end by the agreed time. The Hall must be vacated as quickly as possible ready for the next user. If clearing up does not take place within the booking time, or affects the next user an additional fee may be charged.  
**Where someone is required to attend to lock up for you, the event must end at 10.30pm. Hirers with their own keys to the premises must vacate no later than 11.00pm.**  
**When leaving the premises Hirers must ensure that the water boiler in the Kitchen is put on standby and to empty and switch off the dishwasher. All lights** (including Lobby, Corridor & Kitchen) **must be switched off** and **windows & fire exits closed** and the **Hall entrance doors locked**. Please contact us if you accidentally leave any items behind after your hire, otherwise these may be disposed of.
10. **Rubbish** All rubbish **must be taken away** at the end of the session. The Church and Hall does not have a refuse collection service. **Please remember to bring black bin bags with you for this purpose.**
11. **The Kitchen** use of the kitchen is not totally exclusive. There may be times when Church user groups need to be accommodated if they need to use the facilities and will access it from the stage door.  
For safety reasons **Children under the age of 11 years must not be allowed to enter the kitchen**, the only exception to this is if they are taking part in a supervised activity with an adult.
12. **WiFi** The hall has limited WiFi available for 1, 2 or 3 users such as group leaders and event organisers hiring the hall or guest speakers. It is not suitable for general public use. If you would like to make use of the WiFi please tick the WiFi box on the booking form. We will arrange for a consent form and policy to be sent to you for signing, which needs to be returned to us before access is given.
13. **PA** Please tick the PA box on the booking form if you would like to use the PA. Radio and conventional microphones are available in the cupboard on the right of the stage and instructions are provided.
14. **Entertainments Licence & Performing Rights** – St. Luke's Church Hall does **NOT** have an Entertainments Licence. If a charge is made for admission to any event where entertainment is provided, it is the responsibility of the hirer to obtain a Licence and show this to The Hall Bookings Administrator in advance. **The premises is licenced for the playing of recorded music (PRS).**
15. **Alcohol** **The sale of alcohol is not permitted** in the Church and Hall. The consumption of alcohol may be permitted, please inform the Hall Bookings Administrator on the booking form in advance who will consult with a Churchwarden.
16. **Smoking** Please note that it is against the law to smoke on the premises.
17. **Car Parking** **The main driveway must be left clear** to ensure that emergency vehicles can gain access at all times. **The car park is for the use of people with walking difficulties, and for those loading and unloading only, please respect this and park elsewhere if possible.** Sometimes there may be services, funerals & weddings taking place in the church while you are using the Hall and its facilities. If parking is not possible or limited during your booking, we will try to contact you in advance.
18. **Limitation of Liability** St. Luke's Extension Management Team and the PCC accept no liability for any loss or damage to any Hirers property.
19. **Change of Hire Fees/ Variation of these terms and conditions** St. Luke's Extension Management Team and the PCC may vary these terms and conditions with respect to termination of hire and/or a change in fees at their discretion, by giving one months' notice. Hire Fees will also be subject to review by members of the Church PCC annually in **January**.

**\* An undertaking has been entered into by the Incumbent (Team Rector, Revd Anne-Marie Renshaw), the Churchwardens and the PCC (Parochial Church Council) relating to the rightful use of the Church Hall and Extension. A copy of this legally binding document is available to view on request.**

**PLEASE KEEP THESE BOOKING CONDITIONS FOR YOUR OWN REFERENCE**

*Date of Review: January 2023*