



St. Peter's Church Hall

School Lane, Elworth, Sandbach, Cheshire CW11 3HU

Tel : 01270 762213 email : bookings@stpeters-elworth.org.uk

Conditions of Use

1 Introduction

- 1.1 Thank you for enquiring about the use of St. Peter's Church Hall.
- 1.2 The primary use of the Hall is to facilitate the work of St. Peter's Church Elworth. However, we are keen that the Hall is open to many groups, especially those that benefit our local community.
- 1.3 All enquiries and bookings should be directed to bookings@stpeters-elworth.org.uk or the Church Office 01270 762213.
- 1.4 This is a brand new building - please treat it with care!
- 1.5 These conditions are subject to change. We will inform you of any change made since the time of your booking.

2 General Policies

- 2.1 Alcohol may only be brought onto or consumed on the premises with the written permission of the Vicar or Churchwardens.
- 2.2 Smoking is not permitted in the building or anywhere in the grounds.
- 2.3 No storage is available for external groups.
- 2.4 The church has Public Liability Insurance and its own Property and Contents insurance which cover all church-organised events. However, this insurance does not cover external bookings of our facilities, with the exception of certain one-off social event bookings by private individuals (on no more than 3 occasions per year). All other users of the hall need to arrange their own insurance. Before using our premises, please ensure that you have your own insurance if it is required; we will ask you for confirmation that you have done this when you book. Any third party hired for your event will need to be separately insured, as will any 'hazardous activities' or use of 'hazardous equipment' (including equipment such as bouncy castles). If you are in any doubt, please ask for clarification.
- 2.5 We have a Safeguarding of Children Policy in operation at St. Peter's Elworth. All regular users / hirers conducting children's activities must have their own Child Protection Policy, must bear in mind the provisions of the Children's Act, and may need to arrange CRB checks. At no time must a child be left unsupervised.
- 2.6 CCTV is in operation outside the building. Access to recorded images is strictly controlled; however, hirer's should be aware that images are being recorded, and should ensure that this is appropriately communicated, particularly for events involving children.
- 2.7 It is the hirer's responsibility to ensure that all those attending are aware that they do so at their own risk. Elworth PCC does not accept responsibility for any accident, injury or loss of property during the period of the letting, in the building or on the car park.
- 2.8 No animals are allowed on the premises except animals trained to assist people with disabilities.

3 Booking Policies

- 3.1 The hire of rooms is at the discretion of the Vicar or Churchwardens.
- 3.2 The aims and objectives of any group seeking to hire a room must not conflict, or appear to conflict, with the Christian faith. The final decision about the suitability of any booking will rest with the Vicar or Churchwardens.
- 3.3 We will take bookings for up to a year ahead. On occasions we may have to allocate a room other than the one you originally booked. We would discuss this with you in advance.
- 3.4 If you wish to do craft or messy activities you must book the Small Meeting Room, which has appropriate flooring.
- 3.5 In the event of unforeseen circumstances, the Vicar or Churchwardens reserve the right to cancel a reservation.
- 3.6 We have limited ability to hire rooms for commercial gain of any sort - please enquire for more details.
- 3.7 We will ask you to pay in full when you book, plus a separate cheque for the refundable deposit(s) as defined on the booking form.
- 3.8 If you wish to cancel your booking, please do so in writing or by email. If we receive your cancellation more than 7 days before the booking, a full refund will be given. If you cancel within 7 days but more than 24 hrs before start of the booking, we reserve the right to charge 50% of your booking fee. If you do not inform us of a cancellation or cancel with less than 24hrs notice, full payment will be required.
- 3.9 No gambling is permitted within the building.

4 Using the Hall

- 4.1 The Hall has a car park. Please use this considerately by parking in the marked bays and only use the disabled bays if you are eligible to do so.
- 4.2 The Hall and your rooms will be opened and locked for you unless we make other arrangements with you. The room(s) you have booked will be made available for the period specified on your initial booking, so please allow yourself time to prepare for and tidy up after your event within these times.
- 4.3 If there are any queries about opening and locking procedure once you have arrived, please speak to the person who opened the building for you, or call one of the contact numbers listed near the front entrance door for further information.
- 4.4 Any tables and chairs required must be specified on booking. Setting up of any tables and chairs is your responsibility unless otherwise agreed. Setting up is not included in the booking fee and an additional charge maybe made.
- 4.5 Please switch off lights. NB: The foyer and toilet lights are automatic.
- 4.6 Please leave rooms tidy and laid out as they were when you arrived. Any items left behind may be disposed of.
- 4.7 Please leave rooms clean: a vacuum cleaner is available in the cleaner's cupboard off the foyer opposite the office. If rooms are left in need of substantial cleaning we may charge for cleaning.
- 4.8 You are responsible for any damage caused to the building and contents, and we reserve the right to charge you for any repairs or replacements which are necessary following a letting.
- 4.9 The hirer must not interfere with the fabric, fittings or contents of the premises in any way. This includes affixing decorations or equipment (eg with blu-tac, drawing pins etc), painting or marking any surfaces in the building.

- 4.10 You may not use any smoke-generating machines. These will set off the fire alarms which automatically calls the Fire Brigade.
- 4.11 St. Peter's Church has limited waste capacity please take away with you all recyclable and non-recyclable waste.
- 4.12 The hall needs to be locked at 10pm Monday - Thursday, 10.30pm Friday / Saturday. Please ensure that your group is ready to leave the building in good time. Please leave quietly and with consideration to our neighbours.
- 4.13 If you set off either the intruder or fire alarm please refer to the emergency contact list by the main door and immediately inform a key holder of the situation. Please work down the list in order until someone answers.

5 Kitchen Use

- 5.1 If you have booked to use the kitchen you may use the church's crockery, cutlery, water boiler for that purpose. You may be sharing the use of the kitchen with another group.
- 5.2 Groups using the kitchen facilities must wash up, dry dishes and put everything away after meetings. Please leave everything clean and tidy. Please let us know of any breakages.
- 5.3 Please switch off the water boiler after use.
- 5.4 All food and beverages must be provided by the user.
- 5.5 Children are not permitted in the kitchen unless under adult supervision at all times.
- 5.6 The Hand Wash basin is not to be used for anything other than the washing of hands.

6 First Aid and Emergency Information

- 6.1 First Aid kits are available in the kitchen and in the cleaner's cupboard off the foyer, opposite the office. Please acquaint yourself with their location on your arrival.
- 6.2 All accidents, occurrences and near misses should be recorded in the accident book located in the cleaner's cupboard off the foyer, opposite the office.
- 6.3 The building is fitted with a fire alarm. Always ensure that those attending an event know the location of their nearest fire exit. Large groups (more than 50) should organise a suitable number of stewards to assist in an emergency. It is your responsibility to know who is in your group and you should keep a record of those present at your event.
- 6.4 Fire extinguishers are provided for emergency use only. Any misuse will be charged for.
- 6.5 Ensure Fire Exits are kept clear at all times.