

Fenstanton Church Centre: Terms and Conditions of hire

Thank you for your enquiry. After over two years of fundraising and planning our newly renovated hall and rooms are available for our community to use. We have tried to keep conditions to a minimum, but please do read through the following revised terms & conditions, so we can keep our hall in a good condition for everyone to enjoy. **Thank you.**

Conditions of hire:

- All hirers must be aged 21 or over.
- The Church Centre is a non-smoking site.
- All users must act with courtesy to the local community and see that noise does not disturb the neighbours.
- All functions held on the Centre premises must end by midnight on the day of hiring, unless an extension has been agreed with Church Centre Committee.
- Fenstanton Church Centre Committee does not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending the Church Centre.
- Fenstanton Church Centre does not undertake safe custody of property remaining on the premises.
- If any damage is made to the premises including furniture and fittings, whether destroyed, stolen or removed as a result of the negligence of the hirer or their invitees, during the period of hire, then the hirer must pay Fenstanton Church Centre the full cost to reinstate or replace as necessary.

Legalities:

- The hirer is responsible for taking out appropriate insurance to cover any loss, damage or injury occurring during the let.
- No excisable liquor shall be sold unless an occasional licence has been obtained by the hirer or on their behalf and the hirer shall ensure that any conditions attached to the licence are complied with.
- The hirer should not infringe copyright legislation. The hirer shall be expected to comply with the regulations of the Performing Rights Society.
- If any part of the premises are to be used for purposes of gaming and games of chance of any description the hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act 1963, the Gambling Act 1968, or any subsequent amending Act are fully observed and complied with.
- Fenstanton Church Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all hirers, staff, and volunteers to share this commitment. Commercial hirers whose activities include children or vulnerable adults must have a Child and Vulnerable adult policy in place. They may also be required to have passed a Disclosure & Barring Service (DBS) check. The Church Centre committee will always ask to see a copy of both their DBS check and Child and Vulnerable Adult Protection policy before hiring, in compliance with the Church Centre's own policies.

Hirer's responsibilities:

Booking process:

- All bookings should be made using the Booking form and returning it.
- Contract hirers may have use of the required door key(s), which must be handed in when the contract ceases. **Casual hirers must arrange a mutually convenient time to collect a key.** The cost for the replacement of keys that are lost or mislaid will be charged to the hirer.
- Hirers should be aware, that separate rooms of the building may be booked for use by different hirers concurrently; lobby and toilet facilities will be shared in this situation. Please book & use the rooms that you will use. If not, an additional charge will be incurred.
- The Church Centre Committee reserve the right to cancel any booking without offering an explanation.

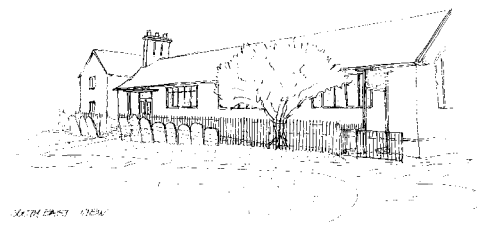
Day of hire:

- The courtyard may be used to unload but car access to the Old School house (behind the church centre) must be maintained.
- Hirers and all users are then encouraged to park in the Church Street car park on the corner of Church Leys & Church Street (PE28 9HR). Cars and their contents are left at owner's risk.
- It is the hirer's responsibility to ensure that all equipment brought onto the premises meets current safety regulations. Fenstanton Church Centre cannot be held responsible for any accident that involves any equipment the hirer and users have brought onto the premises.
- During use, all hirers should ensure that entrances and lobby areas are not obstructed.
- No pins or nails shall be used to decorate the hall. To display decorations, please use **blu-tack only.**
- A first aid box and an accident book are located in the kitchen area.

At the end of your booking:

- Please ensure clean tables and chairs that have been used are returned to the storage areas, the floor is swept, and the toilets are left in a tidy condition.
- If the kitchen and equipment are used, all surfaces should be wiped down and left in a clean and tidy condition. **Rubbish should be put in bags and taken away.** Any extra cleaning costs if the premises are left in a dirty and untidy state will be recoverable from the hirer.
- It is the responsibility of the hirers to ensure that all lights, heaters and electrical appliances (excluding the kitchen fridge) are switched off prior to vacating the premises.
- The hirer should ensure that all external doors are locked and windows closed before leaving, and if the upstairs room has been used, that the door is locked at the bottom of the stairs.

Fenstanton Church Centre: CASUAL BOOKING FORM



Hirer's Contact Details:

Name:

Address:

Postcode:

Home number:

Mobile number:

Email:

Details of booking:

Date of Hire:

Start time:

End time:

Total hours:

(Please include time to set up & clear away)

Area	Price per hour incl. VAT. N° 230019561	<u>Tick</u> to hire	Total cost
Main hall & Bertha Pitfield room	£17.50		
Main hall	£15.00		
Bertha Pitfield room	£10.00		
Saunders meeting room (upstairs)	£10.00		

Questions:

If hiring both the Main hall & Bertha Pitfield room, would you like the screen open to create one large L-shaped space.	YES / NO
Are you booking for yourself or on behalf of an organisation?	Self / Organisation
Please give the name of your organisation (if applicable)	
Please indicate the purpose of your booking/type of event	
Will you be using the kitchen?	YES / NO

Please ensure that you arrange collecting the key with the bookings clerk (Details below)

For larger events, please contact the booking secretary (details below) to arrange use of the crockery and/or PA system if required.

Payment Options	Please tick	For office use only
Cash		
Cheque payable to "Fenstanton Church Centre"		
Bank transfer Sort code: 20-43-63 Account number: 93186830	Date of transfer:	

To confirm your booking, **please return this form with payment** to the bookings clerk:

Mrs Pamela Hucklesby at 51 Middleton Way, Fen Drayton, Cambs, CB24 4SU

Email: churchcentre@outlook.com or telephone: 01954 230471

THANK YOU

By signing I agree to all terms and conditions and confirm I am over the age of 21.

Signature:

Date:.....