

# Fenstanton Church Centre: Terms and Conditions of Hire

Thank you for your enquiry. 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, damaged 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:

- An enquiry should be made in the first instance to confirm Church Centre availability and event suitability. All bookings should then be made by completing and returning the booking form. The booking is only confirmed on receipt of a complete booking form.
- 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 HDC 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 tables and chairs that have been used are cleaned and returned to the storage areas, the floor is swept, and the toilets are left in a tidy condition. Please ensure all taps are turned off.
- 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.

## 1. Hirer's Contact Details

Name	
Address	
Postcode	
Telephone number	
Email	

## 2. Details of booking

(Please include time to set up & clear away)

Date of Hire		<table border="1"> <thead> <tr> <th>Area</th> <th>Price per hour incl. VAT. Nº 230019561</th> <th>Tick to hire</th> <th>Total cost</th> </tr> </thead> <tbody> <tr> <td>Main Hall &amp; Bertha Pitfield room</td> <td>£17.50</td> <td></td> <td></td> </tr> <tr> <td>Main Hall</td> <td>£15.00</td> <td></td> <td></td> </tr> <tr> <td>Bertha Pitfield room</td> <td>£10.00</td> <td></td> <td></td> </tr> <tr> <td>Saunders meeting room (upstairs)</td> <td>£10.00</td> <td></td> <td></td> </tr> </tbody> </table>	Area	Price per hour incl. VAT. Nº 230019561	Tick 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		
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## 3. Additional 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

For larger events, please email churchcentre@outlook.com to arrange use of the crockery and/or PA system if required.

## 4. Payment

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

## 5. Confirmation

To confirm your booking, **please return this form with payment** to: [churchcentre@outlook.com](mailto:churchcentre@outlook.com) or Mrs Pamela Hucklesby at 51 Middleton Way, Fen Drayton, Cambs, CB24 4SU (Telephone: 01954 230471).  
**Please ensure that you arrange collecting the key with the bookings clerk, details above.**

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

Signature: ..... Date:.....

**THANK YOU**