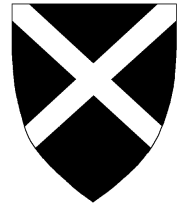


# The Parish Church of St Andrew

## Kimbolton Road, Bedford



### **CONDITIONS OF HIRE**

The “**Centre**” refers to the buildings and fittings of St Andrew’s Church and Centre. 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**

The areas available for hire along with the maximum number of people permitted (seated) are:

- 1.1 The Main Hall (max **100**).
- 1.2 The Holt Room (max **45**).
- 1.3 The Hulbert Room (max **10**).
- 1.4 The Dent Room (max **20**).
- 1.5 The Consulting Room (max **10**).
- 1.6 The Kitchen can be hired for use in conjunction with any of the above areas and in these circumstances, crockery and cutlery is available for use. Hirers are expected to wash up any crockery etc. **and provide their own tea towels**. A dishwasher is provided for use by all hirers and it is recommended that this is used. (*Please remove any excess food from cutlery and crockery before washing.*) Hirers must comply with the uses specified for the three sinks, i.e. hand washing, washing up and food preparation (as labelled and prescribed by the Environmental Health Officer). An orange bag is provided for recyclable items.
- 1.7 There is a car park available which is entered from St Albans Road. Cars are left at owner’s risk.
- 1.8 Access to the building is via the Front and Rear doors only (the Rear door is available Monday-Friday only and is locked at 5.00pm). Fire Exits are for emergencies **only**.

#### **2. Applications**

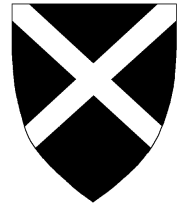
All applications for the use of any part of St Andrew’s Church Centre must be made on the prescribed form to the Centre Manager, St Andrew’s Church Centre Office, Kimbolton Road, Bedford, MK40 2PF, by post, fax or e-mail. **Please note: a booking cannot be confirmed until a booking form has been received.** Provisional telephone bookings will be held for two weeks only.

#### **3. Timings**

- 3.1 Rooms are unavailable prior to the agreed time as stated on the Booking form.
- 3.2 A minimum of 15 minutes **must** be included *before and after* the meeting to allow for arrival and departure of attendants.
- 3.3 If set-up is required, a minimum of 30 minutes **must** be allowed *before* the meeting start time to allow for the room to be prepared.
- 3.4 If set-up is required a minimum of 15 minutes **must** be allowed *after* the meeting to ensure take-down is possible prior to the commencement of the next booking.
- 3.5 All rooms must be **vacated** by **10.00pm**.

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#### 4. Payment

- 4.1 The booking fee must be received within 30 days of the invoice issue date.
- 4.2 Management may request a refundable deposit of £75 at the time of booking, for children's parties and other one-off events. The full fee must be paid in advance for these bookings.
- 4.3 Any subsequent costs incurred by the Management as a consequence of the booking, such as extra cleaning over and above normal Centre cleaning procedures, will be charged on to and paid by the Hirer.

#### 5. Cancellations by Hirer

- 5.1 All bookings cancelled within one week of booking date will be subject to a 100% charge.
- 5.2 All bookings cancelled within two weeks of booking date will be subject to 50% charge.
- 5.3 All bookings cancelled with at least two 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 any part of the Centre 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.
- 6.2 **If the Centre is required for Church use this will take precedence over any other booking. In the event that the Centre is required, every effort will be made to notify the Hirer well in advance.**

#### 7. Catering

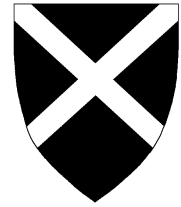
- 7.1. **Applications:** Subject to availability, requests for refreshments should be made at the time of booking; however there must be a minimum of 2 working days notice given in advance of the booking date
- 7.2. **Cancellations:** Cancellations of bookings for refreshments, with less than 2 working days notice given prior to the booking date, will be subject to the full cost.
- 7.3. **External Caterers:** 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.
- 7.4. **Unconsumed Food:** The Hirer is responsible for the disposal (and removal from the premises) of all left over food and should provide their own black bin liners.

#### 8. Hirer Responsibilities

- 8.1. **DBS:** Any Hirer using the premises must comply with DBS (Disclosure and Barring Service) rules regarding the personal care of children and vulnerable adults and must, if required, produce their policy relating to these rules to the Centre Manager. Families hiring for parties do not need to comply with DBS regulations.

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- 8.2. **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, including any food, bottles and jars **must** be taken away from the premises by the Hirer and **not** placed in the wheelie bins.
- 8.3. **Alcohol Licence:** If alcohol is to be bought or sold in the Centre, then the Hirer is responsible for obtaining the appropriate licence.
- 8.4 **Damage:** The Hirer is responsible for maintaining the condition of the Centre 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 £75 returnable deposit should not be considered the limit of responsibility.

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

- 9.1 Exhibiting hand bills, posters, or advertising matter of any description.
- 9.2 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.
- 9.3 Making alterations or adaptations to the electrical installation, or introducing electrical appliances.
- 9.4 The use of amplifying equipment.

### 10. **Prohibited Activities**

- 10.1 Bouncy Castles, 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 No animals (except 'Support' Dogs) are permitted on the premises.
- 10.3 The Centre has a **No Smoking** policy and Hirers are expected to respect and enforce this policy.
- 10.4 Discos or loud music are not allowed.
- 10.5 Adhesives such as sellotape or blu-tack must not be used to secure "materials" to the walls or woodwork.
- 10.6 The burning of candles by Hirers is strictly prohibited in the Main Hall, Holt, Hulbert, Consulting and Dent Rooms.

### 11. **Insurance / Safety**

- 11.1 The Hirer shall observe all safety regulations and procedures in accordance with the instructions provided in each room (e.g. Fire Exits must be kept clear at all times) and shall ensure that the number of persons in each part of the Centre does not exceed the maximum advised by the Management. Failure to observe these safety procedures **will** invalidate Centre insurance, 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.

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11.2 The Management will not accept responsibility for any loss, damage or accidents occurring during the occupation of the Centre and all lettings are made on the understanding that the Management, the Vicar 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. First Aid Box

**First aid boxes** are situated in the rear foyer outside the kitchen window, in the Centre Office and at the back of the Church. 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 Centre Manager between 9.00am – 1.00pm and 2.00 - 4.00pm (Monday-Friday). Telephone: 01234 212417

*(Revised January 2017)*