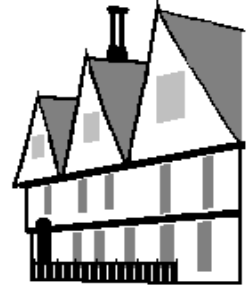


ST. MARGARET'S CHURCH CENTRE  
22 Bolton Lane, Ipswich IP4 2BT



**TERMS FOR  
HIRE OF PREMISES  
St Margaret's Church Centre**

**Thank you** for considering St Margaret's Church Centre.

Please read the following information carefully and then complete the form at the end and return it to the Bookings Secretary. Please also view the details on the Church web site <http://www.stmargaretsipswich.org.uk/pages/home-page/community/church-centre.php> where photos, room sizes and other details are available.

We aim to be helpful and accommodating as far as possible to all users of our facilities. If you have any queries or need help with your booking, please contact the Bookings Secretary (stmargaretsbookings@hotmail.co.uk) or the Church Centre coordinator. You can also phone 07513 883917, but emails are preferable and often quicker. Please bear in mind that the majority of the staff are volunteers, and that the Centre is not continuously staffed.

## **BOOKINGS**

1. Bookings should be made normally at least two weeks in advance using the booking form. The time booked **MUST** include provision for any preparation and for clearing up. All hirers **MUST** adhere to times booked. If booking times are not adhered to, then additional charges may be made.
2. Bookings can only be confirmed once a booking form has been completed, and payment has been made in advance. Regular bookings may be rolled forward and billed accordingly unless notified otherwise – it is the hirers' responsibility to notify of any holiday breaks, etc.
3. It is the responsibility of users to ensure that their booking forms are accurate.
4. One-off room bookings must be for at least 2 hours, extending to 4 hours for the main hall.
5. If a cancellation needs to take place, then this should be made in writing to the booking secretary well in advance. Provided at least two weeks' notice is given no charge will be made, but **if less notice is given the full fee will be charged.**
6. We reserve the right not to accept any booking.
7. We reserve the right to cancel a booking should an event of greater community or St Margaret's Church business or unforeseen circumstances arise. In such circumstances any monies paid will be returned, but no further liability will be accepted.
8. Payment is required at least two weeks before the time of hire for occasional users and for new regular users an advance payment for the first month must be received at least two weeks before the first session. Bookings can only be confirmed when payment has been received.
9. Please note that the premises are only available from 1pm to 5pm on Sundays, and only for one-off bookings.
10. The premises are in a residential area and therefore not suitable for noisy parties or similar activities that may impact on our neighbours. We regret that we cannot accept bookings from those under 21.

## **HIRER'S RESPONSIBILITIES**

For the sake of other users and to keep costs down:

- The hirer must ensure that those who are present comply with the terms of hire whether he/she is on the premises or not. If the hirer is not present during the hire period the name, contact details and signature of the person who is present and responsible for the group must be provided. This person must also be over 21.
- The buildings must be left in a clean and tidy condition – in essence, just as you found it. All reasonable precautions must be taken to avoid damage to church property. Any damage and breakages must be reported as soon as possible.
- Where a user has been allocated storage facilities this is entirely at the user's risk, we take no responsibility for loss or damage. If items are left elsewhere on the premises, then additional storage charges may be imposed and/or the items may be disposed of.

## **BEFORE LEAVING:**

In order to keep our charges down, there will probably be no cleaners between your visit and the next user, therefore:

1. Please check and ensure that toilets and wash basins are left clean and taps are turned off. Bagged Disposable nappies may only be placed in Disabled toilet bin.
2. ALL equipment must be returned to its correct storage place.
3. **The hall floor must be swept clean by all hirers before leaving**, (brush is kept in the chair store at the rear of the hall). Carpets must be left clean.
4. If the kitchen has been used at all, then all items must be clean and stored correctly and the sinks, work surfaces and floor must be thoroughly cleaned.
5. Small volumes of refuse may be placed in the bins, if recycling instructions are observed and space allows. Note that there are no facilities for the disposal of glass. It is expected that users will remove larger volumes of rubbish – if left on the premises a charge will be made.
6. All windows and fire doors must be fastened and all lights must be turned off.
7. If your group is last to leave you are responsible for locking up: check there is no-one left inside the building, ensure all lights are off, the electric lock is enabled leaving the outer door secure.

## **RESTRICTIONS OF USE**

1. Smoking is illegal and strictly forbidden in the premises.
2. The sale of alcoholic beverages is NOT allowed. Prior arrangement must be obtained for the consumption of alcoholic beverages provided by the organiser at a private function; this agreement will be given only when entry to the function is restricted, and to functions where a licence to sell alcohol is not required.
3. The hall entrance and corridors are for access and must be kept clear.
4. Nothing may be attached to the walls or fabric of the building except by use of blu tack. Any damage to the fabric or decoration will be chargeable.
5. Notices must only be posted on allocated portions of notice boards; any items placed without permission will be removed. Any other signs can only be used within the duration of bookings, and must not cause obstructions.
6. All events must finish by 11pm, but further time is allowed for clearing up.

7. No animals are permitted except guide dogs.
8. Care should be taken to ensure that shoes or equipment do not damage the hall floor.
9. It is the hirer's responsibility to conform with all relevant health, safety, hygiene, licensing etc. regulations. If your activities involve children and/or vulnerable adults, you should have a child protection policy and use the Disclosure and Barring Service (DBS).
10. No naked flames or smoke machines. Candles only by agreement.
11. Users are expected to confine all their activities to the rooms and times booked.
12. Any keys provided must not be copied, and must be returned on demand. A deposit will be required for any keys issued. Similarly, access codes must not be disclosed to others.
13. Car parking is extremely limited. Parking for a single car per booking may be available only by prior arrangement and is not guaranteed. Even where granted, this limit must not be exceeded. Parking is only allowed on the black tarmacked area by the side door, parking elsewhere in Bishop's yard is strictly forbidden.

### **LOSS OR DAMAGE**

The use of church property is entirely at the hirer's and each group member's risk. St Margaret's church accepts no responsibility for any loss or damage, theft or injury incurred upon, or suffered by either the hirer or group member.

The hirer is responsible for the cost of making good any damage to church property during their group's occupancy, and any such damage must be reported to the church within 24 hours of vacating the premises.

**After reading all the above terms and conditions of hire, please sign and return the attached form.**

### **ADDITIONAL ADVICE**

Please make sure you, or your named responsible person, know the position of fire exits and extinguishers. If the fire alarm activates the building must be evacuated.

St Margaret's PCC public liability insurance does not indemnify outside groups hiring the premises. All hirers should have their own public liability insurance cover – most organisations will have insurance cover and individuals hiring the premises for a private function should check with their household insurers to ensure that public liability cover extends to the event.

# St Margaret's Church Centre Booking

Organisation.....

Purpose of booking.....

Facilities	Date	Start Time	End Time	Hours	Rate	Amount
Hall, Gladwyn Room & Kitchen						
Hall						
Gladwyn Room & Kitchen						
Other						
Total cost of hire						
Less						
Balance due						

Name (please print).....

Address .....

Tel ..... Mob .....

Email .....

Signed..... (hirer) Date.....

I have read and agree to abide by the terms and conditions of hire set out, and agree to ensure that all of my group do likewise. In my absence, the following person will be present and responsible for compliance with the terms of hire:

Name (please print).....

Address.....

Tel..... Mob .....

Email.....

Signed..... (responsible person) Date.....

Please print, sign and return this form to the Bookings Secretary, email [stmargaretsbookings@hotmail.co.uk](mailto:stmargaretsbookings@hotmail.co.uk)