

St Philip's Church – Terms and Conditions for the hire of the Church Hall, Church Lounge/Café or Meeting Room(s)



1. The purpose for which you are hiring the building must be clearly stated on the booking form.
2. The PCC accepts no responsibility for accident, theft or other loss, unless this is attributed to the negligence of the PCC and the employees.
3. Noise must be kept to a reasonable level so as not to disturb local residents.
4. Vehicle access to St Philip's Court, at the rear of the church, must be maintained at all times.
5. No smoking is permitted anywhere in the building.
6. **The building does not have a fire alarm system and all users are advised to familiarise themselves with the fire procedures situated on the wall in the main hall.**
7. To avoid damage to the building, displays, etc. ANY TYPE OF BALL GAMES ARE STRICTLY NOT PERMITTED.
8. The hirer is responsible for any damage caused to any part of the building used, and the furniture and equipment in it during the period of hire and thereafter, until the building has been completely vacated. Any damage or breakages must be reported to the Church Administrator, and usually paid for.
9. The building must be left tidy, all furniture and equipment wiped clean and returned to their proper place of storage after use. The hirer is responsible for clearing and disposing any rubbish that has accumulated during the period of hire.
10. All kitchen equipment, crockery and cutlery must be left clean and in its proper place. The urn and kettle must be left empty of water and turned off and the water heater should be switched off. The cooker hotplate and ovens must be switched off and cleaned after use.
11. The building must be left secure with all doors and windows shut and locked and with all lights out. Any keys that have been provided must be returned to the Church Administrator/vicarage immediately after use.



We hope you will enjoy using our Church building for your special event!

office@stphilipstw.co.uk

01892 531031

PLEASE COMPLETE AND RETURN TO THE CHURCH OFFICE

Application to hire St Philip's: *(tick as appropriate)*

- Church Hall - £20.00 per hour
- Church Lounge/Cafe - £15.00 per hour
- Party Package - £100.00 flat fee (terms & conditions apply)
- Meeting Rooms - £10.00 per hour
- **£50 – cash deposit is required when booking (this is in addition to the hire fee)** and will be returned promptly as long as the building is left clean, without damage & rubbish removed.
- Please tick if you plan to use inflatables (Bouncy Castle) it is your responsibility to ensure that the provider of the inflatables has public liability insurance.

Hire fee is from the moment you enter the building until you leave. Please ensure you include the time required to set up & clear away in your booking.

Contact name:

Address:

Tel no:

Email address:

Date(s) of hire:

Time(s) of hire:

Hire fee due:

*(Please make cheques payable to **St Philip's Church**)*

Please include this fee when returning booking form. Payment must be made in advance and shall only be refunded upon receiving 48 hours' notice of cancellation).

- **Please tick. I have read the attached "Terms and Conditions of Hire"**

Signed:

Date:

For office use:

<i>Hire Fee received</i>	
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Date of hire	Time of Hire
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St Philip's Church – Booking Policy.

- All hirers should be aware that there may be occasions when the Church building is required for official church business, e.g. funerals. Other than in exceptional circumstances the Parochial Church Council will give at least 7 days' notice of such events.
- Hiring of the building is open to anyone who can satisfy our guidelines, although we do give priority to Sherwood Community groups, local residents and Christian groups.
- This building is a place of Christian worship, and as such we cannot permit any usage incompatible with the Christian faith, such as the occult, spiritualism, yoga or gambling, and we do not allow political meetings or religious ceremonies by other faiths.
- We do not allow jumble sales, table sales or boot fairs, and any other fund raising event must have the prior approval of St Philip's PCC.
- We do not hold a licence for large-scale adult discos.
- The consumption of alcohol is not permitted, except on occasions such as annual dinners, Christmas lunches, wedding receptions etc., and then only for regular users of the building or individuals known to the PCC. **In these cases, permission must be sought from the PCC prior to the event.**
- Regular bookings have to be approved in advance by St Philip's Parochial Church Council (PCC).
- In the case of hiring the premises to organisations working with children, a letting will only be made on the understanding that the Rochester Diocese Child Protection Policy is adhered to, and that the relevant forms have been completed.
- The property must be vacated by 10.30pm at the latest.
- The first aid box and accident book is kept in the cupboard where the alarm panel is in the foyer/entrance hall please record any accidents in here if they should occur and report them to the Church Administrator.
- Please familiarise yourself with our Health and Safety Policy which is displayed on the noticeboard opposite the toilets on the hallway wall.

PLEASE RETAIN THIS SECTION FOR YOUR REFERENCE