

Conditions of Hire

1. St. Mark's Church exists primarily as a place of Christian worship. Therefore, the Vicar and the Parochial Church Council (PCC) reserves the right to refuse applications (or terminate existing bookings) from any organisation considered to be undertaking activities which are incompatible with, or has aims considered inappropriate for, a place of Christian worship.
2. Kitchens: Hirers should provide their own tea towel(s) and leave any kitchen they have used in a clean & tidy state, having washed, dried up and put away any crockery they have used.
3. Invoicing:
 - (a) Customers are normally invoiced at the beginning of each month for bookings in the previous month. Payment is due on receipt of the invoice. If a customer is consistently late in paying, they may be asked to pay in advance.
 - (b) The booking letter is the basis upon which users will be invoiced. Where a booking is cancelled, the full charge is due on any cancelled bookings that fall within fourteen days of the date of cancellation.
 - (c) The start and end times booked, represent the time the room is available for your use, this includes any setup time and time necessary to leave the room at the end of the booking.
 - (d) A deposit of £100 may be required at the time a booking is accepted from private individuals. The deposit will be returned after any necessary deductions have been made for damage, breakages, waste removal or additional time.
 - (e) Any excess period of use beyond that originally stated will be charged. Additional time will be charged in 15 minute intervals with a minimum excess charge calculated at 30 minutes on the entire hired area. Liabilities are not limited to the amount any deposit taken.
 - (f) There is a minimum hire period of 2 hours for halls and rooms.
4. Restrictions:
 - (a) The hirer shall take all reasonable precautions to ensure the safety, maintenance and security of all parts of the building and it's fixtures and fittings.
 - (b) The hirer must ensure that the building is left in a clean and tidy condition with furniture left where was found at the start of the hire. Any spills on the carpeted areas should be dealt with immediately. Appropriate cleaning equipment is to be found in the small kitchen. Please report any breakages. The hirer must take away their waste at the end of the hire.
 - (c) No alcoholic liquors shall be brought to or consumed on the premises.
 - (d) Smoking is not permitted anywhere on the premises.
 - (e) Stiletto heels (or other footwear liable to cause marking or damage) are not permitted on any uncarpeted floors, nor any black soled shoes for the purpose of sport.
 - (f) Due to fire regulations both entrance halls and all fire exits must be kept clear of obstruction at all times.
 - (g) No decorative materials may be placed in the hall without prior consent of the PCC. The use of nails, drawing pins, hooks, adhesive tapes, gummed paper, blu-tack etc. is forbidden.
 - (h) As the centre is in a residential area, hirers are requested to keep all noise to a reasonable level.
 - (i) Parking is only permitted in the marked bays to allow emergency access to the building.
5. Liability for losses:
 - (a) The hirer undertakes to indemnify St. Mark's Church for any loss, damage, injury, costs or charges arising out of the hiring.
 - (b) Neither the Vicar, Churchwardens, nor the PCC can be held responsible for the loss of or damage to any equipment or personal possessions brought into or left on the premises.
 - (c) All vehicles parked on church/hall property are done so at the owner's risk.
6. Caretaker:
 - (a) Whilst the caretaker will be happy to help you when necessary, please bear in mind that he is not employed full time by the church and has many other commitments.
 - (b) The caretaker will normally only be available at the arrival and departure times of your booking.
 - (c) The caretaker plans the layout of rooms and movement of equipment well in advance of your arrival, five minutes after you have arrived he may well have an appointment or other job planned.
 - (d) The system works best if everything can be arranged in advance. Last minute changes are often not possible.