



Conditions of Hire

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 organization considered to be undertaking activities which are incompatible with, or has aims considered inappropriate for, a place of Christian worship.

Church premises:

1. The hirer shall take all reasonable precautions to ensure the safety, maintenance and security of all parts of the building and its fixtures and fittings.
2. The hirer must ensure
 - 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.
 - Any breakages must be reported.
 - **The hirer must take away their waste at the end of the hire.**
 - 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. No alcoholic liquors shall be brought into or consumed on the premises.
4. Smoking is not permitted anywhere on the premises.
5. 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.
6. Due to fire regulations both entrance halls and all fire exits must be kept clear of obstruction at all times.
7. 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.
8. As the centre is in a residential area, hirers are requested to keep all noise to a minimum.
9. Parking is only permitted in the marked bays to allow emergency access to the building.

Caretaker

1. The caretaker will normally be available at the arrival and departure times of your booking. As he has other commitments, he will not always be available on the premises.
2. The caretaker lays out the room as per the booking agreement well in advance of your arrival so last minute changes may not be possible.

Booking Terms

1. There is a minimum hire period of 2 hours for halls and rooms.
2. For single use bookings a deposit of 50% of the final booking fee will be required to secure the booking. **This will be deducted from the invoice minus deductions for damage, breakages, waste removal or additional time.**
3. For block bookings a deposit of £100 will be required to secure the booking. This will be deducted from the invoice minus deductions for damage, breakages, waste removal or additional time.
4. 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.
5. Any excess period of use beyond that originally stated will be charged a minimum excess charge for 30 minutes period.

Payment and Cancellation

1. Payment is due on receipt of the invoice. If a customer is consistently late in paying, they may be asked to pay in advance.
2. Cancellation of booking by the hirer shall be made in writing no later than 14 days prior to the event. If cancellation is made within 14 days of the booking, 25% of the room hire charge will be invoiced as a contribution towards administration costs. Any cancellation made less than 7 days before the booking will be charged at the full rate of the original booking.
3. Liabilities are not limited to the amount any deposit taken.

Insurance

1. All commercial hirers are required to hold their own Public Liability Insurance, which covers the activities that they are undertaking on St Marks Church Centre premises. **Evidence of such insurance cover is to be produced at the time of booking.**
2. Private hirers and non-commercial users are required to reimburse St. Mark's Church for any loss, damage, injury, costs or charges arising out of the hiring.
3. The Vicar, Churchwardens and PCC cannot be held responsible for the loss of or damage to any equipment or personal possessions brought into or left on the premises.
4. All vehicles parked on church/hall property are done so at the owner's risk.

Safeguarding

It is the responsibility of all organizers of activities involving children &/or vulnerable to ensure the provisions of Safeguarding: The Disclosure and Barring Service (DBS) and Children Act 1980 are complied with.

Data Protection

All data collected from you by St Marks Church forms part of the contract for any bookings you are making with St Marks Church. Your information will be treated securely and will only be used in relation to the hire agreement between St Marks Church and yourselves.