

St Lawrence The Martyr Church Hall

Conditions of Hire - Organisation

Opening and Closing the Church Hall

The Church Hall keys will be securely kept by your named keyholder, and must be returned immediately on cancellation of any agreement.

Please ensure that any outside caterers or contractors are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone our Churchwarden
on.....in case of difficulty.

Users are expected to vacate the premises within thirty minutes of the end of the licence period.

Safety

The Church Hall has a No Smoking policy in line with current legislation.

In the event of a fire, the Church Hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade should be called, dialling 999.

The exact location of the fire exits and fire extinguishers must be noted before the Church Hall is occupied and the manner of opening Fire Doors should be made known to your users. The assembly point is the main car park – if using the Hall Fire Door bear right and loop round down the side of the Hall, and out of the wooden gate in front of you.

Please use the trolley provided for moving chairs in order to avoid injury. Please return all tables and chairs to their starting position once you have finished – see diagram (a)

The Hall Accident Book is kept on top of the First Aid Box

A First Aid Box is located in the kitchen.

Please note the PCC, its officers, agents and servants shall not be liable to the user or to any person using or entering the Hall for personal injury or for damage to, loss or theft of any property brought into the Hall, unless proven such things were caused by negligence on the part of the PCC. The user shall indemnify the PCC, its officers, agents and servants against all claims made by, and liability to, any person in respect of such damage, loss or theft.

Power Circuits/Heating

The heating controls are not to be touched under any circumstances. The heating will be switched on between and, and will be switched off at all other times. Please switch on the blowers in the hall when the heating is in use, and switch them off again when you are leaving.

Kitchen

Please follow the kitchen rules, which are attached the kitchen gate. If you use tea/coffee from the kitchen it would be much appreciated if you could put a donation in the wooden box on the counter.

Telephone

The church Hall has no telephone and the nearest one is located near Horsley Hill Post Office, so you are advised to bring a fully charged mobile telephone for use in an emergency.

Car Parking

We have a small tarmacked parking area outside the Vicarage fence. Please park in the bays provided, taking care not to park in or obstruct the vicar's driveway as access is required to it at all times. The area outside Bishop Ramsey Court is for residents and their families only, so no parking is allowed. Similarly, the road beside the church leads to a private residential area, so we are not allowed to park there either. **Please see diagram (b) to avoid any confusion.** Any overflow from the church car park will need to park along Centenary Avenue. Please park with consideration for residents and road users along there.

Please note all vehicles are parked at the owner's risk. The PCC is under no liability to insure against loss, theft or damage to vehicles.

Consideration for others

Please ask Hall users to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the Hall walls or other surfaces (except designated notice boards); use bluetack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Church Hall clean and tidy. Please ensure table tops are wiped clean before being stacked away, toilets are flushed, and all lights turned off. Soiled nappies and other items that will leave a smell should be placed in the large black dustbin outside.

Spirituality

St Lawrence's is a place of Christian worship. This means that while we encourage dialogue between and understanding of other faiths, no acts of worship or spiritual practices other than those solely of a Christian nature can be promoted or permitted on our property.

Faults/Damage/Comments

Please report any faults or damage to the church wardens as soon as possible so that they can be rectified quickly. The Parochial Church Council welcome constructive comments or observations you may have about the hire of the Hall.

Location and Use of Fire Equipment

The location and types of Fire Equipment in the Hall are on diagram (c).

Church Use

Although a rare occurrence, the PCC reserves the right to ask you to miss your regular booking when it clashes with a Church activity (for example, a Christian festival day) or public service (such as being a Polling Station). In these cases, we will seek to notify you in advance, and apologise for any inconvenience this may cause.

All bookings are at the discretion of the Parochial Church Council, and subject to these terms and conditions being followed. Failure to adhere to these conditions may mean we have to terminate our agreement for your use of the church hall. We will review your booking every 6 months.