



St Mark's Church Hall - Terms and Conditions of Hire

The Parish of West Cheltenham is pleased to make this facility available for use by individuals and groups.

Standard hire fees are £20 per hour for a minimum of two hours.

Before making an application to use the hall please read through these notes to ensure your responsibilities are clearly understood. Direct any queries to the Parish Office.

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

Conditions

1. All bookings are at the discretion of the Parish and are agreed on condition that these Terms and Conditions of Hire are complied with in full.
2. The Parish will not authorise activities that, in its opinion, are, or appear to be, incompatible with Christian principles or may cause undue nuisance to neighbours. The following activities are not permitted on the premises: gambling, martial arts, clairvoyance and yoga. Alcohol may not be bought or sold on the premises.
3. All bookings must be made completing the 'Hall Booking Form' available from the Parish Office or via our website.
4. The Parish reserves the right to cancel any booking in the event of the hall being required for church use, in which case, the hirer will be entitled to a full refund of monies already paid. As much notice of cancellation as possible will be given, and alternative dates given when possible.
5. The Parish and its representatives reserve the right to attend any activity.
6. Unless alternative arrangements are made, keys are to be collected from the Parish Office up to a maximum of two days before a booking and returned within two days after the activity. You must only enter the hall on the agreed date(s) and time(s).
7. When booking, the timings must allow for setting-up and clearing away. It is essential that you do not enter the hall prior to or after the times you have confirmed when booking.
8. It is the responsibility of the hirer to familiarise themselves with the fire extinguishers and the action to be taken in the event of a fire. Fire exits must remain clear at all times.
9. A hirer may not sub-let the hall to other individuals or groups.
10. The hirer must obtain such licences as required. These include Performing Rights Society, Phonographic Performance Limited. Bouncy castles or other equipment is brought in at the hirers risk and any insurance and hire conditions are the hirers responsibility.
11. Any music played must be kept at a level that will not unduly disturb our neighbours.
12. The hirer remains responsible for everyone who comes on to site for the booked activity including Health, Safety & Hygiene regulations regarding serving and preparation of food.
13. All groups and individuals hiring the hall for private use are responsible for the following:
 - The observance of 'reasonable care' for within the duration of the booking (which is a standard insurance condition)
 - Signing of a general booking agreement
 - Being responsible for ensuring that children and adults who may be at risk are protected at all times, and taking all reasonable steps to prevent injury, illness, loss or damage occurring, and carries full liability insurance for this.
14. The hirer shall indemnify the Parish for any damage caused as a result of the booking and ensure that any such damage is reported to the Parish Office immediately.

15. A booking entitles the hirer to use the main hall, kitchen and toilet facilities. The upstairs rooms are not to be used and the children's play equipment in the main hall is not to be touched.
16. No animals except Guide Dogs are to be brought into the premises.
17. At the end of a booking, the hirer is responsible for ensuring that: all equipment used is returned in the condition and to the place where it was found, that all lights and heaters are switched off and that all parts of the building that have been used are clean and tidy.

St Mark's Church Hall - Check List for the day

1. Make yourself aware of fire precautions (see notice boards), including position of extinguishers, fire alarms and exits.
2. Please provide your own towels/tea towels and other supplies including tea, coffee and milk etc.
3. Please do not stick anything to any painted surface or wall.
4. Parking is permitted on the driveway, but remains subject to availability. Please respect neighbours' driveways and property when parking on the street. This is a multi-use site and often has two or more events running at the same time (eg. One in the church building and one in the hall)
5. Please ensure that:
 - The kitchen is left clean and tidy and any leftover food is removed.
 - The floor is left clean – there is a vacuum cleaner available (stored in the disabled toilet or entrance hall)
 - The toilets are left clean and all taps are turned off.
 - All equipment used is returned in the condition and to the place where it was found.
 - All lights and heating are turned off.
 - All windows are closed.
 - All doors are locked (special care is needed in ensuring that the fire doors at the end of the hall are locked – these can only be tested from the outside.)
 - Keys are returned as agreed and any breakages reported.
 - You and your guests leave quietly with particular care made not to disturb our neighbours.

We hope you enjoy your event.

Thank you for following these terms to ensure that future events can also run smoothly.

The Office Address: The Oasis Centre, Cassin Drive, Cheltenham. GL51 7SY
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