



TERMS AND CONDITIONS FOR HIRE – COMMUNITY HALL

St Martin's Church has a policy and procedures in place for safeguarding children and vulnerable adults and your booking is conditional upon you complying with this. The policy can be found on our website. You are required to ensure that children and vulnerable adults are protected at all times. Although St. Martin's church has public liability insurance, hirers should check that their own public liability insurance cover – which may be provided under a household policy – would extend to include the event(s) for which this booking is being made.

There is a keysafe at the entrance to the Hall. The combination is changed on a regular basis. Your access code will be given when payment has been received.

1. Use of any church office equipment is not permitted. It is also a requirement that anyone bringing electrical equipment into Church facilities is responsible for having it tested before bringing it on site.
2. Please note position of fire extinguishers and emergency doors, which must be kept clear at all times. The emergency doors are not to be used except in an emergency. In the event of a fire the assembly point is in the front car park by the road.
3. No posters, signs, decorations etc. are to be fixed to any article of furniture or to the walls or doors.
4. The sale of alcohol is prohibited without an appropriate licence being obtained by the hirer.
5. Please consider the neighbours and keep noise to a minimum.
6. All crockery/cutlery/glasses etc are available for use but must be washed, dried and returned to the correct kitchen cupboard or drawer after use.
7. All furniture used must be replaced in position and all rooms left clean and tidy. Cleaning materials are kept in the kitchen and brushes, mop/bucket, and vacuum cleaner for the carpets, are kept in the store adjacent.
8. On leaving please ensure that all lights are switched off in the hall (the lights in the kitchen, hallways and toilets will switch off automatically).
9. All rubbish **MUST** be taken away with you and disposed of elsewhere.
10. Any damage or breakages must be reported (a charge may be incurred).
11. There is a **NO-SMOKING** policy in place which must be adhered to.
12. The premises and equipment must be left exactly as you found them.
13. The premises must be vacated by the time specified on the confirmation at the time of booking.
14. Any accident involving injury to any person on these premises must be reported in the accident book (in the kitchen).
15. There is limited parking at The Community Hall. If parking on Forest Road please do so with courtesy to and consideration of our neighbours.
16. Regular Hirers: Invoices will be issued quarterly in advance with settlement due during the second month. Cancellation of any date within 4 weeks is non-refundable.

Please note that St. Martin's Church does not accept responsibility for the loss of or damage to clothing, or other personal property of visitors to this venue, nor for the loss or damage to any other property which may be brought into the building by individuals or organisations.