



Welcome to St Martin's Community Hall at Effingham Junction

TERMS AND CONDITIONS FOR HIRE

There is a key safe 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.

We ask all private hirers and volunteers to treat the Community Hall as their own and leave the premises as they find it. To help in this respect, cleaning and maintenance materials are readily available in the storeroom to the rear of the hall and in the louvred cupboard in the entrance foyer. More often than not, a simple walk around the main hall with the dustmop will suffice.

1. 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. You are required to ensure that children and vulnerable adults are protected at all times.
2. 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 a booking is being made.
3. Anyone bringing electrical equipment into the facility is responsible for having it tested (PAT) before bringing it on site.
4. Please note the position of fire extinguishers and emergency doors, which must be kept clear at all times. In the event of a fire, the assembly point is in the front car park by the road.
5. No posters, signs, decorations etc. are to be fixed to any article of furniture or to the walls or doors.
6. The sale of alcohol is prohibited without an appropriate licence being obtained by the hirer.
7. Please consider the neighbours and keep noise to a minimum.
8. 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.
9. 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.
10. On leaving please ensure that all lights are switched off in the hall, kitchen, toilets and entrance lobby.
11. All rubbish **MUST** be taken away with you and disposed of elsewhere.
12. Any damage or breakages must be reported to the Halls Manager. (a charge may be incurred).
13. Your booking times should take into consideration set up and clear up time. 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. Limited parking is available. If parking on Forest Road, please do so with courtesy to and consideration of our neighbours
16. Children's' Parties
Heelys/roller shoes are not to be used in the hall and black soled marking shoes are not to worn.
17. Regular Hirers:
Invoices will be issued termly 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.