

## TERMS AND CONDITIONS FOR HIRE THE CANTERBURY CHURCH ROOMS

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.

We ask all private hirers and volunteers to treat the Canterbury Rooms as their own and leave the premises as they find them. To help you in this respect, we ensure all necessary cleaning and household maintenance materials are readily available. Further details on kitchen usage are posted on the refrigerator door.

1. Use of the 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 by the Church porch.
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. A dishwasher is provided for your convenience. Any additional crockery/cutlery/glasses that do not fit into wash should be had washed, dried and returned to the correct kitchen cupboard or drawer after use.
7. A booklet is available in the kitchen to report anything of note including items left in the fridge and/or freezer. Any unidentified and out of date items will be disposed of.
8. 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 room under the stairs.
9. 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).
10. All rubbish should be disposed of in the green and grey/black bins located by the emergency fire exit.
11. Any damage or breakages must be reported to the Halls Manager. A charge may be incurred.
12. The duration of your booking 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.
13. Any accident involving injury to any person on these premises must be reported in the accident book (in the kitchen).
14. Please note that there is NO off street parking available. The group organiser (only) may use a parking space adjacent to the Canterbury Rooms.

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 both venues, nor for the loss or damage to any other property which may be brought into the buildings by individuals or organisations.