

St Paul's Church and the Parish Centre Terms and Conditions of Hire and Booking Conditions

The term "Hirer" in the following conditions shall mean the individual person or where the Hirer is an organisation their authorised representative.

The term "PCC" refers to the Parochial Church Council.

1. All bookings are at the discretion of the PCC and are agreed on condition that these Terms and Conditions of Hire are complied with in full.
2. The term 'Church' in the following conditions means any member of the PCC of St Martin and St Paul's, Canterbury, or a designated position within the Church.
3. The PCC has the right to refuse an application for hire submitted by any person.
4. The Hirer must be aged 18 or over.
5. Venue hire is subject to availability and to suitability of use as determined by the PCC. There will be times when Church needs will take precedence, but every effort will be made to give regular users at least 3 weeks' notice.
6. The PCC shall have the power summarily to terminate any agreement relating to the hire of the premises if it is considered that the Hirers have in any way damaged the buildings, fixtures or furniture or have subjected them to undue wear and tear or in any way have been guilty of a breach of these conditions.
7. The hire charge does not include the setting up and dismantling of chairs and tables for your event unless discussed at the time of booking.
8. The PCC reserves the right to reclaim from the Hirer any costs incurred in connection with damage or misuse.
9. The PCC reserves the right to reclaim from the Hirer any costs for extra cleaning to restore the venue to normal working order if it is needed as a result of your use.
10. The Hirer is responsible for notifying the PCC of any defect in facilities as soon as practicable.
11. Booking times are from unlocking to locking up the premises and must allow for setting up and clearing away.
12. Arrangements will be made for the premises to be unlocked and locked again at the end of the hire or alternatively keys to be made available.
13. If the Hirer has responsibility for keys to the premises the Hirer must notify the PCC via the Parish Office immediately of any loss so that the security of the premises can be urgently reviewed. Key loss may result in an expensive change of locks for which the Hirer may be charged.
14. Any member of the PCC or person in a suitable designated role is authorised to inspect the premises during the letting period without prior notice.
15. A Hirer may not sub-let the premises to other individuals or groups.
16. Personal equipment and possessions brought into the premises are the responsibility of the Hirer. The PCC will not be responsible for any loss or damage.

17. Any music played must be kept at a level that will not unduly disturb our neighbours.
18. 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.
19. All groups and individuals hiring the premises 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.
20. 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.

Formal Procedures

1. Whilst using the premises the Hirer shall ensure that the laws relating to alcohol, gaming, betting and lotteries are not contravened and that the number of persons declared on the booking application occupying the hired area is not exceeded
2. **Licences** The venue does not hold licences for alcohol sales, gaming, betting or lottery. Apply to Canterbury City Council if you want to apply for a Temporary Event Notice <https://www.canterbury.gov.uk/licences-and-permissions/apply-temporary-events-notice> provided the permission of the PCC has been obtained.
3. 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.
4. **Insurance** Ensure you have the appropriate level of insurance for your public or private events.
5. **Safeguarding** For organisations working with children you must ensure you have a Child Protection Policy in place, including Disclosure and Barring Service checks. Church. For information consult www.gov.uk/disclosure-barring-service-check/overview

Health and Safety

1. We operate a NO SMOKING policy in all of our areas including the outside spaces.
2. Make users aware of FIRE EXITS and the displayed fire prevention measures. Ensure all fire exits are kept clear at all times.

3. Ensure you have a designated First Aider on site at all times. First Aid Kits and Accident Books can be located at the rear of St Paul's Church and in the cupboard under the sink in the main reception area of the Parish Centre.
4. Ensure anybody using the equipment in the kitchen is familiar with its use and has followed the guidelines/ instructions for each item of equipment before use.
5. Ensure food hygiene guidelines are followed at all times and hand washing is undertaken using the dedicated sink in the kitchen before handling any food.

Charges

Venue	Hourly rates
St Paul's Church	£27
Parish Centre Hall	£27
Parish Centre Meeting Room	£15
Parish Centre Children's Room	£12
Parish Centre Music Room	£14

Use of the kitchen for the preparation and serving of hot food or for a larger group meeting is £20

Optional Additions

Venue		Hourly Rate
St Paul's Church	AV System	£25
	Organ	£20
	Grand Piano	£20
Parish Centre Hall	AV – One screen with your laptop	£15
	AV – Both screens with our PC	£25
	Hybrid meeting with Camera	£30

Regular hirers and church members are offered a reduced rate. This will be agreed at time of booking

All day hire of St Paul's Church will include the use of the sound system and the AV system

Cancellations

As much notice as possible is appreciated in such instances

We reserve the right to charge for cancellations as follows:

- Less than 24 hours' notice – 50% of agreed charge
- Less than 7 days' notice – 10% of agreed charge