

Parish of Our Lady of Lourdes, Sawston

Church Hall Letting Policy

1. Introduction

We have adopted the following general policy with regard to the letting of the Church Hall.

Our purpose in letting the Hall is to provide an amenity for parishioners, parish groups and other groups in the wider community. We have in mind that the Hall will be let for:

- Family celebrations related to events such as baptisms, first communions, birthday celebrations for primary school age or under or related to other significant family events.
- The use by the Parish or local community groups for social or educational purposes.

However, overriding these purposes is our absolute priority of being and remaining a good neighbour to those who live in the immediate vicinity of the Church and Church Hall. With this in mind it is NOT our intention to let the hall:

- For discos of any sort.
- Outside the hours of 9.00am and 10pm.
- For events where alcohol is to be sold on the premises.
- For the purpose of gaming or gambling.

2. Conditions of Hire

- The Church has absolute priority in the use of the Church Hall. There may be rare occasions when we might need to cancel your booking for a Church related activity (eg funeral wake). We will notify you as soon as possible and any monies paid will be refunded.
- Applications for the hire of the parish hall shall be made through the website.
- Any person hiring the hall must be 21 years of age or over.
- The charge for the hire of the hall shall be as prescribed at the time of letting.
- The hirer may not sublet the premises or any part of them.

3. Hirers Responsibilities

- The use of the hall by the hirer shall be restricted to that stated on the booking.
- Preparation and or clean up time before and after an event must be included in the total time booked.
- The premises shall be left in a clean, tidy and secure state. Hirers are particularly asked to ensure that all windows and doors are securely closed and that all taps are turned off. (A vacuum cleaner is available in the Disabled Toilet.)
- Please supply your own bin bags and remove all rubbish from the site.
- No nail or any other fastening device, including adhesive tape, blu tack or any other adhesive device shall be driven or pushed into any wall, fitting or furniture.
- Cooking is not permitted.
- Please do not leave any items in the fridge after your event.
- The hirer shall be responsible for the supervision of children under the age of 18.
- Please stack all chairs and tables at the end of your event.

4. Health and safety

- In line with health and safety regulations the maximum number of people permitted in the hall shall be 100. Please ensure that both doors are unlocked upon your arrival and locked upon departure.
- The hirer is responsible for ensuring that any equipment brought into the hall complies with statutory safety regulations.
- There is no telephone in the hall. Therefore, organisers of events should ensure that a mobile phone is available for use in emergencies.
- The hirer shall ensure that electrical equipment, in particular kettles, are switched off / disconnected.

5. General

- Smoking is not permitted in the hall or on the premises.
- We reserve the right of entry to the premises at any time during a booking.
- Tea and coffee making facilities are available in the kitchen but please provide your own tea/coffee. Please wash up and return any mugs/cups to the cupboards.
- We reserve the right to immediately withdraw permission to hire should the hirer at any time fail to comply with any of the conditions of hire.
- Car parking is restricted to 'onsite' only.
- All users of the hall must exercise due care and attention when entering and leaving the premises and be considerate of the neighbours particularly as far as noise is concerned.
- Please do not use helium balloons as we have had problems in the past with them getting stuck on the ceiling and they are very difficult to get down.
- In winter time, if the temperature in the hall is too warm and you feel the need to turn the radiators down/off please remember to turn them fully back on before leaving. The heating is controlled by software in accordance with your booking and cannot be altered on site by you.