

These are our terms and conditions for the use of St Luke Eltham Park website and the purchase of products through the website.

If you have any queries about these terms, please [contact us](#).

The terms and conditions herein together with any notices or conditions on other areas of this website will all together govern use by customers of this website. You should note that St Lukes Eltham Park may at any time make changes to or remove part of this website without any liability to customers for such changes. St Lukes Eltham Park reserves the right to change these terms and conditions in the future without specifically notifying customers and continued use of the website or placing of bookings after such changes shall be deemed to be acknowledgement and acceptance thereof.

General Terms

A contract will only come into existence between you the customer and us once your booking has been processed and approved.

When you as a customer place a booking via this website, you warrant by placing the booking that:

You are not a minor or otherwise legally incapable of entering into a binding contract.

The personal details which you give us on registration are fully complete and accurate.

You are not using a false name or the name of any other person or body which you are not authorised to use.

Placement of a booking

When you place your booking you are doing so in acceptance of these terms and conditions and it is important that you have read them before you go ahead and book.

Cancelling a booking

As a customer, you are free to cancel a booking within 14 days and will be refunded the amount of your booking to your account the booking originally was paid from.

Acceptance of a booking

When a booking is made you will get a booking confirmation sent to the email address you provided during booking.

Conditions of Hire/Terms of Use for one off bookings

General

This is a church building. Please be sensitive to the fact that there may be other church events, services or meetings going on at the same time.

The hirer must be at least 18 years of age.

NO SMOKING is allowed in the hall, the link or in the grounds of the church.

Alcohol consumption is permitted, provided it is not sold on the premises. Please note that the hall has no license to sell or distribute alcohol.

Please read the Health & Safety notices and where all the fire exits and fire fighting equipment is on arrival. If you discover a fire please dial 999 and report the fire immediately. In the event of an accident please ensure the Churchwardens are notified and the accident book held in the Church kitchen completed. A first aid kit is available in the Hall Kitchen.

If the kitchen is to be used, the hirer becomes responsible for the correct Health and Safety practices under the Food Safety Act of 1990 and any subsequent related regulations. If professional caterers (i.e. if a charge is to be made to the hirer for catering services) are employed, their names and addresses are to be included in the booking information as requested. The kitchen must be thoroughly cleaned upon completion, and all waste foods / materials must be completely cleared of the premises and grounds. The church reserves the right to levy a cleaning charge if this is not done. The hirer must be satisfied that they have complied with this condition. For safety reasons, children under the age of 10 must not be allowed in the kitchen.

The premises may not be used for immoral or indecent purposes. The decision of the PCC in the event of a dispute is final.

Any gambling shall be limited to small lotteries or raffles or “guess-the-weight-of-the-cake” type games at fund-raising functions, usually for donated prizes, and subject to the following rules:

The only expenses that can be deducted in connection with lottery prizes are those of printing tickets, and of purchasing prizes.

The sum expended on prizes must not exceed £50.

None of the prizes may be cash prizes.

The sale of tickets or chances in the lottery and the announcement of the results must take place during the course of the event (thus it is not permitted to sell tickets door to door).

The lottery must not be a substantial inducement for persons to attend the event.

Payment

All payments for the use of the hall are to be made at least one week in advance on presentation of an invoice or as stated in writing for a party booking.

Payment online or by bank transfer is preferred. Please use the invoice number as the reference.

Late payment may incur extra charges which the PCC reserves the right to charge.

Any returned cheques from the bank will incur an extra charge of £30 per cheque.

All deposit payments made for party bookings will be cashed and repaid within 1 week after the event.

The hirer should note that the church reserves the right to cancel the booking at any stage if it becomes apparent that the event is contrary to the information disclosed on the booking form, or if any of the information supplied on the booking form is false or misleading. If such cancellation has to be enforced by the church, the booking fees will not be refunded.

Should the hire fees not be received within the time allocated, and another party wishes to book the hall on that date the Church reserves the right to give the booking to the other party.

The Church reserves the right to refuse any application or to impose special terms or conditions.

Opening and Closing

For users where the hall is being opened and closed the designated person opening and closing will arrive approx five minutes before and after the allotted start and finish times.

If an event overruns the PCC reserves the right to charge for the extra time. Users are asked to be considerate to the person opening and closing and be on time as they are volunteers and not hall employees.

Main Hall

Entrance is up the steps at front and through the black double doors.

There is a side access via ramp for wheelchair access. You can access the gate by using the Fire Escape door in the hall, walking down the slope and pressing the gate release button.

Side access can also be used to get heavy equipment in by prior arrangement.

Tables are available in cupboard to left on entering hall and must be properly cleaned and put away after use.

Chairs are stored on a rack in cupboard adjacent to tables and the users must ensure that the chairs are correctly returned to their rack (illustrated instructions provided) after use.

Please do not block any fire exits.

No naked flames or fires are allowed on the Hall premises.

If the kitchen is used during hire, it should be left clean and tidy; rubbish should always be bagged and placed in the paladin in the link walkway. We are looking into recycling options, but in the meantime, we would like to ask you to take away anything you can recycle at home.

Nothing should be attached or fixed in any way to the walls of the hall.

The hall should not be left unlocked or unattended.

Toilets are available in the entrance lobby; users should ensure that these are left clean and tidy on completion of their hire. Please take any soiled nappies away.

Please respect the fixtures and fittings in the hall, especially the coat rails which are in daily use and children must not be allowed to swing on the pegs attached to the chair store. The pre-school children use these everyday and replacement is an unnecessary cost.

Please report any building issues to the Churchwardens via the Parish Office email address.

Please do not block the door adjoining the front hall and back hall, as this is a fire exit route.

Respect for Neighbours

On leaving please be respectful to our neighbours and leave quietly.

All music must end by 10.00pm.

No Bookings will be available after 6pm on a Sunday.

Music

Please note any one-off party is covered by the hall license for any music played.

Parking

There is no designated parking for the Church or Church Hall.

Parking is free in adjacent roads but please respect our neighbours.

Clearing up

Please clear up hall and toilets after use and leave them as you would wish to find them, as we may have another group going in afterwards. Brooms and cleaning equipment are provided in the kitchen.

Please report any breakages or damage ASAP to the Hall Booking Manager.

hallbookings@saintlukes-eltham.org.uk .

All rubbish can be deposited using black bags in the general waste paladin in side alley way. There is a separate bin for paper and cardboard.

Make sure all lights switched off especially in the lobby and toilet areas. Please note there are two switches in the ladies toilet.

Security

Please look after your valuables on site. It is your responsibility to keep them safe. The PCC accepts no liability in the case of any thefts.

If you want to use a video camera on church premises please arrange permission beforehand.

Insurance

It is the hirer's responsibility to check they have adequate and relevant insurance in place for the event they are holding.

Child Protection/Safeguarding

Please see attached link to Copy of our Safeguarding Policy and the Church of England guidelines.

<http://saintlukes-eltham.org.uk/safeguarding/>

Liability

We try to have the information on this website as accurate as possible but we make no warranties, whether express or implied, regarding its accuracy. We also do not make any warranties regarding any matters relating to the use of this website and it is a matter for you to ensure that your own equipment is protected from viruses or other external factors.

Your rights are protected by the Sale of Goods and Supply of Services Act, 1980, and also the Consumer Protection Act, 2007, where you are a consumer. Nothing in this website shall affect your rights under the applicable law.

Severance

If any of these terms and conditions shall prove to be void, unlawful, or unenforceable for any reason then such term or condition shall be deemed to be severed from the remaining terms and conditions which shall remain valid and enforceable.

If any provision of these terms and conditions shall be unlawful, void or for any reason unenforceable then that provision shall be deemed severable and shall not affect the validity and enforceability of the remaining provisions.