

St Mary's Woodford Use of Church Spaces Terms and Conditions 2026

All requests must be made using the online booking system:

<https://hallbookingonline.com/stmarys>

General Conditions

- We are pleased to welcome you to the church building.
- Bookings are not confirmed until you receive a confirmation email. Requests are subject to approval by the Parochial Church Council. All bookings must make appropriate and respectful use of the sacred space of the church building. Please do not place anything on the holy tables/altars.
- If you are charging for entry to the event, it is your responsibility to have someone run the front of house and who will be responsible for any cash taken. You are welcome to use your own card readers. You must take any cash with you after the event.
- St Mary's does not have an alcohol licence, If you wish to charge for alcohol, or request donations for alcohol. or include alcoholic drinks within the ticket price, you must apply and pay for a TENS notice at least ten working days before the event.
- <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/redbridge/apply-1>
- Serving free alcohol must not be mentioned on publicity unless you have a TENS notice.
- Any electrical equipment must be PAT tested. Please bring evidence of this and relevant insurance.
- Smoking, including vaping, is not allowed anywhere in the church building or grounds.
- All public events and one-off bookings will need the support of our staff throughout and will be charged accordingly. Our staff member will welcome you to the building, show you the space, and help you ensure building security. They will be on hand throughout your event to answer any queries you have.

Parties, Receptions and Wakes

- The minimum flat rate for parties includes four hours from the beginning of setup to when the organisers leave.
- This rate includes our staff time in welcoming you, supporting you during the event and in clear up, and in cleaning after the party booking has ended.
- If your booking overruns the booked time, there will be an extra charge.

Use of Church spaces

- You may only use the room(s) you have booked through the Hall online system: with agreement, the Sacristy area may be used for preparing and clearing up refreshments.
- You must report any damage, accident or injury to us as soon as possible afterwards

Publicity

- We expect to see and agree any publicity for your event (beyond personal invitations).
- We are happy to publicise agreed events through our channels.
- If your event is sponsored we will need to agree details of any sponsorship publicity plans.

Church Security

- If your event does not have support from our staff, you may be given a set of keys for the front door and access to the key for the internal doors you will need.
- You must have someone from your group in the foyer while audience members, or other members of your group are arriving or leaving. If you have to leave the foyer unattended, the front door must be locked. There is a doorbell which can be heard in the Gwinnell Room and foyer.
- At the end of your event please ensure:
 - the south doors are locked and bolted
 - all internal doors are locked
 - any candles lit are extinguished safely
 - taps and lights are switched off and windows closed
 - you remove all rubbish and recycling you have generated
 - after locking the outer front doors, keys are returned through the letter box to the right of the front door.

Fire precautions –

Read and note the Fire Plan – see noticeboards.

- Before the event, look round the church and note where the fire extinguishers are kept. At the start of the event, a 'housekeeping' announcement should point out the emergency exits.
- On the ground floor, doors to the left of the organ are the emergency fire exit, and
- they must be unlocked before every rehearsal and performance and locked at the
- end of the event.
- On the first floor, the fire exit is at the far corner of the Gwinnell Room; this door is
- alarmed.

Commented [EL1]: Do we insist on this? Is it for 30+ people?

Commented [VD2R1]: I think it must be compulsory for concerts?

Insurance/public liability

- You will need to provide evidence of appropriate public liability insurance for all hiring, whether on behalf of an organisation, business or cover on home insurance for children's parties etc. We will ask you to confirm this cover in the confirmatory email.
- You must follow the reasonable instructions of our staff, clergy and volunteers regarding safety.
- If you want to use professional entertainers or caterers, please inform us at the time of booking. We will need to see the company public liability insurance and risk assessment before the event. Please note that our spaces are not suitable for bouncy castles, or any similar equipment.

Safeguarding

Please see our safeguarding page for information on how we protect children and adults at risk.

By accepting these terms and conditions you confirm that you will abide by those guidelines or will provide us with your own safeguarding policy.

Equality, Diversity and Inclusion

Our commitment to equality, diversity and inclusion flows from the love of God we find in Jesus Christ. In addition to our inclusive theological ethos, we are committed to fulfilling our legal obligations. We expect everyone connected with us and/or using our spaces to follow

the principles in our Equality, Diversity and Inclusion policy, showing respect to all and encouraging one another in love to do the same. Should a situation arise where you feel that this is not happening, we will want to consider, if there is a cause for concern, how it may appropriately be addressed. In these circumstances, please contact the Rector or churchwardens.

Furniture and Flooring in Church

- All furniture on the dais may be moved and the communion rails and chairs can be taken off the dais. The altar and screens always remain on the dais.
- When cellos or double basses are used, the carpet/floor must be adequately protected.
- The piano is heavy and must be wheeled carefully across the floor rather than dragged.
- Much of the furniture, including the pews, is very heavy and must be lifted or our furniture 'skates' used rather than dragged. It must be returned to the correct position at the end of the booking.

Catering

- Please bring your own tea towels, food, drink and other supplies
- We are an ecochurch; we encourage the use of Fairtrade and ethically sourced refreshments and supplies. We strongly discourage single use plastics.
- It is important to leave the kitchen and café area in church clean and tidy.
- You are responsible for removing any rubbish or recycling beyond a single bag.

Terms of Payment

- You will be sent a request for payment shortly after the booking has been approved.
- If you are making a new regular booking we will discuss terms of payment with you.
- Please note our updated terms of payment:
 - *Regular hirers paying in arrears by agreement: **fourteen days from the date of the payment request***
 - *One off events booked more than two months ahead: **thirty days from the date of the payment request;***
 - *One of events taking place within one month of booking: **fourteen days from the date of the invoice***
- We reserve the right to cancel a booking if payment is not received by two weeks before the event.