



A. Conditions of Use

1 Introduction

- 1.1 Thank you for enquiring about the use of St John's Church Centre.
- 1.2 The primary use of the Centre is to facilitate the work of St John's Hartford and Christ Church Greenbank. However, we are keen that the Centre is open to many groups, especially those that benefit our local community.
- 1.3 All enquiries and bookings should be directed to Richard Morris our facilities manager, at richard@stjohnshartford.org or 01606 872255 / 07879 617626.
- 1.4 These conditions are subject to change. We will inform you of any change made since the time of your booking.

2 General Policies

- 2.1 The Rev. Mike Smith, Vicar of Hartford, is responsible for the observance of legislation on these premises.
- 2.2 No alcohol may be brought onto or consumed on the premises without the written permission of the Vicar, Associate Vicar and Churchwardens (hereafter VVs).
- 2.3 Smoking of any form including "vaping" is not permitted in the building. In the grounds smoking is only permitted in one designated area clearly marked with signage.
- 2.4 No storage is available for external groups.
- 2.5 The church has public liability insurance and its own property and contents insurance which cover all church organised events but these policies do **not** cover external bookings. Please ask whether you need additional insurance when you book. Any third party hired for your event will need to be separately insured, as will any hazardous activities or equipment (eg. "bouncy castles"). All regular users of the hall need their own insurance. Before using our premises, please ensure that you have your own insurance if it is needed. We will ask you to confirm that you have done this when you book.

3 Booking Policies

- 3.1 The hire of rooms is at the discretion of the VVs.
- 3.2 The aims and objectives of any group seeking to hire a room must not conflict, or appear to conflict, with the Christian faith as the Church of England has received it, as defined by Canon A5 of the Canons of the Church of England. The final decision about the suitability of any booking will rest with the VVs.
- 3.3 We will take bookings for up to a year ahead (one term for regular groups). On occasion, we may have to allocate a room other than (but similar to) the one you originally booked. We would discuss this with you in advance.
- 3.4 In the event of unforeseen circumstances, the VVs reserve the right to cancel a reservation.
- 3.5 No rooms may be hired for commercial gain of any sort without the written permission of the VVs. No gambling is permitted within the building.
- 3.6 Bookings can only be made when a signed booking form has been received by ourselves. Upon receipt of this we will email confirmation.
- 3.7 We may ask you to pay in full when you book.
- 3.8 **For one off bookings** if you wish to cancel your booking you must do so in writing or by email. If we receive your cancellation more than 7 days before the booking, a full refund will be given. If you cancel within 7 days of the booking, we will charge 50% of your booking fee. If you cancel with 24 hours' notice or do not inform us of a cancellation, we will charge the full booking fee.

- 3.9 ***For regular bookings (bookings made for a set of dates in a term)*** if you wish to cancel your booking you must do so in writing or by email giving 8 weeks notice and payment will be required to the end of that period.
- 3.10 If your organisation uses purchase order numbers then we will not confirm any booking until a purchase order number has been emailed to us.

4 Using the Centre

- 4.1 The Centre has a car park. Please use this considerately by parking in the marked bays and only using the disabled bays if you are eligible to do so. Please note that we do not guarantee any parking for any external group.
- 4.2 The Centre and your room will be opened and locked up for you unless we make other arrangements with you. The room(s) you have booked will be made available for the period specified on your initial booking, so please allow yourselves time to prepare for and tidy up after your meeting within these times.
- 4.3 If there are queries about opening and locking procedures once you have arrived, please call one of the contact numbers near the front entrance door for further information, or speak to the person who opened the building for you.
- 4.4 Setting up of any tables and chairs you require is *not* included in the booking fee. If you wish us to do this for you, an additional charge is payable and the service is dependent on resources being available.
- 4.5 Please switch off lights and AV equipment when leaving the room.
- 4.6 Please leave rooms tidy and laid out as agreed when you booked.
- 4.7 Please leave rooms clean: a vacuum cleaner is available in the cleaner's cupboard in the main lobby opposite the Cranmer Room. The key to this cupboard hangs in the main kitchen next to the door into the hallway. If rooms are left in need of substantial cleaning we will make a charge for cleaning.
- 4.8 You are responsible for any damage caused to the building or equipment and we reserve the right to charge you for any repair or replacement which become necessary following misuse.
- 4.9 A non-recyclable waste bin is provided; please use appropriately. If possible, please take all recyclable waste away with you. If you anticipate creating a significant amount of waste, please inform us when booking.
- 4.10 You may not use any smoke-generating machines. These *will* set off the fire alarm which automatically calls the fire brigade.
- 4.11 The Centre needs to be locked at 10.00pm unless a prior arrangement has been made to extend the booking beyond this time. Please ensure that your group is ready to leave the building in good time. Please leave quietly and with consideration to our neighbours.
- 4.12 If you set off either the intruder or fire alarm, please refer to the emergency contact list by the main door and immediately inform a keyholder of the situation. Please work down the list in order until someone answers.
- 4.13 No doors may be wedged open due to fire regulations, except temporarily to allow, for example, the moving of furniture.

5 Kitchen Use

- 5.1 If you wish to use the main kitchen (and, if you have booked the room, the small kitchen off the Whitefield Room) for the provision of drinks or light refreshments, please inform us when booking and we will try to accommodate you. You may use the church's china, cutlery, water boilers, etc for that purpose. You may be sharing the kitchen with another group. There will be an additional fee payable per session for the use of either kitchen. If you wish to prepare and serve full meals, please ask at the time of booking as additional enquiries will need to be made and an additional charge levied.
- 5.2 Groups using kitchen facilities must wash up, dry dishes and put everything away after meetings. Please brush and mop the floor and leave everything clean and tidy. Please let us know of any breakages, as we may have to recover costs.
- 5.3 Children are not permitted in the kitchens unless under adult supervision.

6 Additional facilities available if arranged when booking

- 6.1 Data projectors are available in all rooms. If you wish to use this facility, please inform us when you book and we will seek to accommodate your needs. You are responsible for any damage caused by misuse.
- 6.2 Internet access through both wired and wireless networks operate throughout the Centre and are available at no additional cost. Please enquire when booking for the security codes to enable wireless access to the internet. We will limit usage to the service if large groups are present.

7 First Aid and Emergency Information

- 7.1 A telephone is available in the main kitchen and outer foyer which may be used to make emergency calls.
- 7.2 First Aid kits are available in the main kitchen and the kitchen in the Whitefield Room. Please acquaint yourself with their location upon arrival.
- 7.3 All accidents should be recorded in one of the accident books which are located in the main kitchen and in the outer foyer by the emergency telephone.
- 7.4 The building is fitted with a fire alarm. Please read the emergency instructions which are displayed in each room and check the location of your nearest fire exit. Large groups (more than 50) should organise a suitable number of stewards to assist in an emergency. It is your responsibility to know who is in your group and you should keep a record of those present at your event. The fire assembly point is clearly marked on the grass area directly across the car park from the main entrance

B. Plan of ground floor

