

## Preliminary Information Sheet for St Mark's Church Centre Bookings

All bookings and related queries are to be addressed to the Booking Secretary: Mrs Jean Hatton Tel: 01737 765759 E: jean.hatton@btinternet.com. Enquiries may also be made at the Parish Office at the Church (Tel: 01737 210785 E: office@stmarksreigate.co.uk) which is open from 9.30am to 12.30pm on Tuesdays, Wednesdays and Thursdays. Bookings are made on behalf of the St Mark's Church Centre Committee acting for the Parochial Church Council ("the Committee").

### The Hiring charge includes:

- Use of all rooms and areas during the Hire Period as agreed with and for which payment has been received. Please note that there are separate charges for the use of the Main Hall, Committee Room, Kitchen, Green Room, Stage and for the use of the Main Projection Screen, Sound system and stage lighting.
- Heating and lighting during the Hire Period only
- Use of the Car Park **AFTER 6.00pm on weekdays and any time at weekends ONLY**

### The Hiring charge does not include

- The cost of any heating or lighting left on at the end of the hire period, which will be deducted from the deposit or, if the deposit does not cover the cost, invoiced in arrears.
- Use of the Car Park **BEFORE 6pm on weekdays**. It is the hirer's responsibility to enforce this.

### Conditions of Hiring

- The Premises must be vacated not later than 11.45pm, with all clearing up having been completed.
  - All setting up and clearing up must be completed within the Hire Period.
  - The Committee reserves the right to deduct from the deposit the cost of any additional cleaning, or making good any damage to the Premises or contents sustained during the Hire Period.
  - The public license restricts the number of persons to be on the Premises at any one time for any given event. The maximum is 200 persons for a seated event in the Hall. Other limits apply to other areas and different types of event.
  - Music is not to be played after 10.45 pm.
  - No alcohol may be sold on the Premises unless the Committee has given permission in writing for a Licence. Any such Licence must be shown to a representative of the Committee and displayed in a prominent position throughout the duration of the event.
  - No smoking in the Premises.
  - No naked flames, inflammable substances, or unauthorised equipment is to be permitted on the premises.
  - No immoral or illegal activity is to take place, nor anything that is not in accordance with the beliefs and practices of the Church of England. The Vicar's decision on what is appropriate is final.
  - In the event of fire, Fire Regulations are to be followed, and the Fire Brigade are to be contacted immediately, using a mobile phone, which it is the Hirer's responsibility to provide.
  - Fire Exits are to be kept clear at all times.
  - The Hirer is to notify the Committee if the First Aid kit (located in the kitchen) is used.
  - If the purpose of the Hire involves children the Hirer's attention is drawn to the Southwark Diocesan book "A Safe Church" a copy of which is available at the back of the church or can be accessed online: [www.southwark.anglican.org/what/diocesan-policies-procedures](http://www.southwark.anglican.org/what/diocesan-policies-procedures)
- DBS checks must be carried out. The hirer must conform to these ratios as a minimum standard:
- 0-2 years 1 adult for every three children
  - 2-3 years 1 adult for every four children
  - 3-8 years 1 adult for every eight children
  - over 8 years 1 adult for the first eight children and then one extra for every 12 children.
- The Committee is not liable or responsible for any injury howsoever caused to any person on the Premises during the Hire Period. Should personal accident and/or liability insurance be required, it must be provided by the Hirer.
  - The Committee shall not be responsible for the loss or damage to any items of property belonging to the Hirer or users of the Premises during the Hire period, or any items left in the Premises thereafter. All items stored on the Premises are stored at the Hirer's own risk.
  - In the event of the Premises, or any part of them becoming unfit for the use for which it is hired, the Committee shall be entitled to cancel the hiring and refund the deposit, but shall not be responsible for any consequential loss.
  - The Committee shall be entitled to cancel any booking in exceptional circumstances and giving at least 4 weeks' notice where St Mark's Church requires the use of the Hall for its own purposes. All monies paid will be refunded in full.