

ST. JOHN THE BAPTIST, LOCKS HEATH, PAROCHIAL CHURCH COUNCIL

Conditions of Use for Church Hall and Church Centre Rooms

- Users must be 18 or over, and the proposed use must meet with the criteria set out in the Letting Policy.
- The User is responsible for the premises, and its security during the period of the booking. This means being on the premises for the whole period of the booking.
- The User will be liable for any damage or loss of property arising from his/her use of the premises, and the cost of any additional cleaning found to be necessary.
- The User must leave the premises clean, tidy and secure, removing any rubbish, turning off lights and water boiler if used, and vacuum if necessary, Hoover provided.
- Evening functions must finish by 11.00pm, though clearing up may continue after this time. Any extension of these times can only by agreement with the Church Administrator.
- Music is permitted, but Users must be respectful of neighbours, and the noise not unreasonable to other users on the premises.
- Alcohol is permitted, but consumption must be strictly controlled and agreed in advance with the administrator. Application will be refused, if, in the opinion of the administration, people under the age of 18 will have access to alcohol. A Licence from the Local Authority is required in all cases where alcohol is sold, for a fee payable to the council. This Licence takes several weeks to process and should be applied for in advance through Fareham Borough Council. The Administrator must be informed if a Licence is to be applied for.
- Arrangements must be made in advance for the collection of a key, and in all cases, the key must be returned securely to the Church Office. Balance of payment for room rental should be made at the time of key collection.
- A deposit is payable on completion of a Booking Form, and the balance payable on collection of key. The deposit may be refunded at the Administrator's discretion if suitable notice is given. For a Casual User making a one-off booking for room rental, one week's notice must be given.
- Smoking, including the use of E-cigarettes, is not permitted in any part of the Centre, or outside next to the Church doors.
- Fire doors must not be obstructed at any time.
- Users booking the Grove Room must be aware that the lift may be needed by other Users.
- The Hall kitchen is available for hire for a separate fee of £20, this entitles the User to use of all kitchen contents, including crockery, cutlery and dishwasher. However, rubbish must be removed and the kitchen left clean and tidy. We do not charge for the use of our smaller Grove kitchen but expect it to be left as found.
- First Aid boxes are available in the Hall and Grove Room kitchens, do use if needed. Please complete the accident report book and make sure the Church Administrator is aware of any incidents. Please read overleaf...

Please remember, we do not have a caretaker, and we are only able to let rooms on the condition that they are left in a suitable condition for the next user. Thank you.

Enquiries to: Rae Stephens, Church Administrator, St. John's Church, 7 Church Road, Locks Heath SO31 6LW. Tel: 01489 578082 between 9.30am and 12.30pm. Email rae@sjlh.org.uk

I agree to the above terms and conditions:

Signature	
Name	
Date	
Contact Details	
Address	
Email Address	
Telephone (s)	