

St James' Church, Cambridge

CONDITIONS OF ROOM HIRE

The Parochial Church Council (PCC) of the Parish of St James agrees to hire the premises on the following conditions:

1 **PAYMENT**

Regular users may have an arrangement in place where the hirer will be invoiced on a termly basis.

For all other users, a booking form will be issued and the hirer should undertake to complete and return promptly, with a payment cheque, for the charges agreed at the time of booking. Hirers should please note that a booking is not confirmed until a completed booking form with payment is received back by St James'. If payment is not received by 7 days before the booking date then we reserve the right to treat the booking as withdrawn unless otherwise agreed with you. Further reminders to the hirer to return a booking form with payment will not be made.

For one-off parties and events a returnable deposit cheque of £50 is required at the time of booking. In most cases this will be returned but the PCC reserves the right to bank the cheque in the event of damage to the furniture/fittings, including where extra cleaning is needed due to spillages. Please note that the deposit cheque should be a separate cheque from that used to make payment for the booking.

2 **NOTIFICATION/CANCELLATION OF A BOOKING**

If a booking is cancelled less than 14 days before the date booked, the PCC reserves the right to require payment in full if the room(s) cannot be re-let for that date. In the case of regular users the hirer will advise, in writing, their meeting dates for the term ahead and advise in advance of any changes to those dates. The time from which the hirer enters and leaves the church, including allowing for setting up and clearing away, is the time specified for hire, for which the hirer will be charged.

3 **LIABILITY**

The PCC does not accept liability for loss or damage to the hirer's property, and the property of anyone whom the hirer permits to enter. If hirers are using valuable equipment of their own, they are advised to insure it.

The PCC does not accept liability for accidents or injuries caused on the premises during the period of hire. Hirers should ensure that cover for accidents or injuries is provided by their own insurance.

Where it has been agreed that a concert can be held, hirers wishing to hold a concert of any sort, are responsible for ensuring they hold the necessary performing rights and public performance licences in respect of their activity at St James'.

4 **PRACTICAL ARRANGEMENTS**

For hire of rooms, please note our maximum numbers which includes both adults and children. The Study Centre (which adjoins the kitchen) 40; the Nave 100; the Transept 40; the Milton Room 20. Any plans to bring your own food should be notified to us in advance of your booking as food is not permitted in some rooms. Please check. The PCC undertakes that the premises be reasonably clean and tidy.

The hirer undertakes to clean up immediately after use and to vacate the premises at the appointed time. Any furniture that has been moved must be returned to its original place in a tidy fashion.

The hirer undertakes to remove all the property brought in for the period of the letting, together with refuse and rubbish, unless special arrangements have been made.

If the hirer, or any person admitted by them, damages the fabric, fittings, furniture or other contents of the premises, a charge will be made for their repair or replacement.

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SMOKING

Please note that the whole church building is a non-smoking area.

Changes since last issue of T&Cs are highlighted in 'bold' ink

November 2019