

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 hirers may have an agreed arrangement in place to be invoiced on a termly basis. It is their responsibility to check that their invoice is correct at the time of issue and before they make payment.

For all **other hirers**, a booking form will be issued and the hirer should undertake to complete and return promptly, with payment by cheque/bank transfer, for the charges agreed at the time of booking, and to also include a £50 returnable deposit. The returnable deposit can be included with the payment when made by bank transfer but if paying by cheque, it should be made separately (ie two cheques). In most cases the deposit will be returned but the PCC reserves the right to keep in the event of damage to the furniture/fittings, including where extra cleaning is needed due to spillages.

Hirers should please note that a booking is not confirmed until a completed booking form, with payment and returnable deposit, is received back by St James'. If payment is not received by 14 days before the booking date then we reserve the right to treat the booking as withdrawn unless otherwise agreed with you.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.

It is suggested that potential hirers come and look at the room(s) they wish to hire, before confirming their booking, to ensure the space and facilities meet their requirements.

2 NOTIFICATION/CANCELLATION OF A BOOKING

Regular hirers are asked to advise, in writing (email is preferred), their meeting dates for the term ahead, and to advise in advance, of any changes to those dates. Cancelled dates, not notified in advance in writing, will be charged for.

Other hirers. If a booking is cancelled less than 14 days before the date booked, the PCC reserves the right to retain payment in full if the room(s) cannot be re-let for that date.

For **both regular and other hirers**, the time from which the hirer and/or their participants 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. The hirer, and particularly keyholders, are responsible for ensuring that the Administrator is kept fully up-to-date with the times they are entering and leaving the building and they should advise asap of any adjustments to the timings.

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/recital can be held, hirers are responsible for ensuring they hold the necessary performing rights and public performance licences in respect of their activity at St James'.

All hirers are responsible for any personal portable electrical equipment they bring to St James' and should ensure any equipment connected directly or indirectly to the mains has a valid PAT certificate. Certificates should be made available if requested.

Hirers are responsible for carrying out any risk assessments which may be necessary in connection with their activity.

4 PRACTICAL ARRANGEMENTS

The PCC undertakes that the premises be reasonably clean and tidy.

Maximum numbers for rooms are:

Study Centre	Larger meetings up to 25 people Small receptions/parties up to 35 people
Nave (main area of church)	Theatre format - up to 100 people Tables format – up to 60 people
Milton Room	Smaller meetings up to 12 people where no refreshments are required

The church has a plentiful supply of chairs that can be used. Tables (large and/or small) can be accessed with prior arrangement.

Hirers will need to set up tables and chairs as required and return these to their original positions afterwards.

A small kitchen adjoins the Study Centre for serving refreshments (no cooking or re-heating in the oven is permitted).

Disabled facility (cloakroom with wheelchair access and handrail)

Hire is only for the room(s) shown on the booking form and this will include the kitchen where it has been requested. It is the hirer's responsibility to ensure those attending their activity only use the room(s) that have been hired and the common areas (foyer, corridors and toilets).

All hirers should note that unless the whole building (Nave of the church and community rooms) has been booked, there may be another hire or church activity occurring at the same time. In exceptional circumstances it may be necessary to ask a hirer to re-arrange their booking, eg a funeral. As much notice as possible will be given.

Adult supervision of children is required at all times and they should not be left alone in any part of the building or courtyard. Children are not permitted in the kitchen or kitchenette.

Free Wi-Fi is available for users, select BT Guest Wi-Fi. If a hirer is reliant on Wi-Fi for their activity a back-up plan is recommended, as St James' cannot take responsibility for speed and reliability, and is unable to offer on-site assistance. No PA or AV equipment is available for hire.

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. All hirers should check that lights are turned off, any windows they have opened are closed, and that taps in the kitchen/kitchenette and cloakrooms are turned off. Please shut any internal doors as you leave and ensure the front entrance doors are closed.

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.

5 OUTSIDE SPACE

Use of the courtyard should be requested in advance. All hirers should be aware that there are pots and raised beds in this area and should take every care. Children should be supervised at all times. The front garden area is not for hire and there are no other outside spaces available for hire.

The church car park has space for up to 15 cars (subject to availability and on a first-come, first-served basis) and there is also on-street parking available.

6 FIRE SAFETY AND SMOKING

In the event of fire or other emergency the hirer should ensure all their group members are evacuated, and accounted for, and phone the emergency services. All hirers and participants should familiarise themselves with exit doors to the building.

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

7 ALCOHOL

No alcohol may be sold on the premises at any event. Provision of alcohol (not for sale), depending on the gathering, may be permitted but must be discussed with the Administrator in advance of any booking confirmation.

8 SAFEGUARDING

Hirers are responsible for safeguarding procedures regarding the children, young people and vulnerable adults engaging in their activity. Where required, they should ensure their personnel are DBS checked and be able to supply evidence, should this be requested.

9 OTHER

Lower hire rates are generally available for charities. A charity must be a registered charity (or exempt or excepted from registration). St James Church reserves the right to decide which charities, and which activities, qualify for the lower rate at all times.

St James Church reserves the right not to accept bookings at its absolute discretion.