St. John the Evangelist
CHURCHDOWN AND INNSWORTH

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St John's Avenue
Churchdown
GL3 2DB

Conditions of Hire for St John's Church Halls

The PCC is pleased to offer use of the Church Halls to the community. The following conditions and guidelines apply to all hirers as individuals or as a group.

- All hiring is at the discretion of the PCC.
- One month's notice is required to cancel a booking.
- Bookings can only be confirmed once a completed booking form and non-refundable deposit are received.
- The PCC reserves the right to cancel the booking should the Hall be required for use by the Church or local authority. As much notice of cancellation as possible will be given.
- The PCC reserves the right to enter the building at any time and, in the event of disorder, to close down the proceedings.
- Hall hirers must complete a Health and Safety check before being given keys to the building. Keys should be returned to the Office as instructed.
- The Hirer is responsible for complying with all Health and Safety regulations which include emergency procedures and all licences that are required.
- Any repairs for damage to the building or extra cleaning required will be charged to the Hirer at an additional cost.
- When children or young people under the age of 18 are present, the Hirer must read and sign the Safeguarding Policy of the PCC, produced in compliance with the Diocese of Gloucester.
- Children are not allowed into the kitchen at any time for Health & Safety reasons.
- Hirers of bouncy castles and similar equipment must produce proof of the operator's insurance and authorisation at least one week prior to the date of the booking.
- No candles, fireworks, sticky tape, Blu-Tac, pins, French chalk or party poppers are allowed.
- If the overflow car parking area at the rear of the car park is used, a designated car parking attendant must be appointed.
- The **Stage** including in front of the curtains cannot be used at any time. Furniture cannot be placed in this area. It is the Hirer's responsibility to ensure no children are allowed in this area.
- All Halls are to be left as they were found, clean and tidy and with furniture stowed away.
- The Hirer is responsible for ensuring any electrical items used in the hall have been PAT tested and are used safely.
- Any damage, however slight, to the Halls or contents must be reported to the Church Office.
- St John's Church and Church Halls operate a No Smoking policy.
- No banners, posters, or adverts are to be put outside on the Church railings. (The hirer is liable to a fine by the County Council.)

Please be aware that St John's does not have a TV licence to watch programmes on our premises.

Before you leave, please ensure:

- all windows and fire doors are secured
- all lights and heating are turned off
- all bins emptied and rubbish taken away for disposal, not to be left in the bins
- keys deposited in the letterbox at the **side** of the entrance doors