



St Mark's Church  
LEAMINGTON SPA

**TERMS FOR  
HIRE OF PREMISES  
ST MARK'S CHURCH  
HALL COMPLEX  
2020**



St Mark's Church  
LEAMINGTON SPA

 THE CHURCH OF ENGLAND

Rugby Road, Leamington Spa, CV32 6DL  
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[www.st-marks.net](http://www.st-marks.net)

Reg. charity no. 1128485

**Thank you** for booking with St Mark's.

Please read the following information carefully and then complete the form at the end and return it to the Church Office.

St Mark's aims to be helpful and accommodating as far as possible to all users of our facilities. If you have any queries or need help with your booking please contact our administrator or one of the churchwardens.

**Please note: we expect you to leave all rooms as you find them. You will find diagrams on the noticeboards, to help you ensure you put everything back in its correct place.**

## **BOOKINGS**

- 1.** Bookings should be made in writing well in advance using the booking form. The time booked **MUST** include provision for any preparation and for clearing up. All hirers **MUST** adhere to times booked. If booking times are not adhered to, then charges relevant to the extended times will be made.
- 2.** Regular users must not assume that rooms will be available to them if a booking has not been made with the church office on the form in advance.
- 3.** It is the responsibility of regular users to ensure that their booking forms are accurate
- 4.** If a cancellation needs to take place then this should be made in writing to the church office well in advance. Provided at least two weeks' notice is given no charge will be made, but **if less than two weeks' notice is given the full fee will be charged.**
- 5.** Payment is required two weeks before the time of hire for occasional users and for new regular users an advance payment for the first month must be received at least two weeks before the first session.

6. There is a charge and deposit for hiring the kitchen. A food hygiene certificate is also required. Contact the administrator for details of permitted usage.
7. The hall entrance and corridors are for access and must be kept clear enough for unassisted wheelchair use.
8. The premises are not available for hire on Sundays
9. The premises are not available for hire for parties, except for quiet family gatherings of people known to the church, and supervised parties for children of pre-secondary age. A deposit of £50 will be charged.

## **HIRER'S RESPONSIBILITIES**

For the sake of other users and to keep costs down:

- The hirer must ensure that those who are present comply with the terms of hire whether he/she is on the premises or not. If the hirer is not present during the hire period the name, contact details and signature of the person who is present and responsible for the group must be provided.
- The buildings must be left in a **clean and tidy** condition, and all reasonable precautions taken to avoid damage to church property.
- Heating controls must not be adjusted - any problems with the heating should be reported to the administrator.
- Radiators may be turned off for your session, but must be turned back on before you leave.

### **Before leaving:**

1. Please check and ensure that toilets and wash basins are left clean and taps are turned off. Bagged disposable nappies may only be placed in Disabled toilet bin.
2. **ALL** equipment must be returned to its correct storage place and all rubbish must be deposited into the skip outside the back door or in

the appropriate re-cycling bins provided – **please check carefully what can be recycled, it is not the same as for domestic collections.**

3. All windows and fire doors must be fastened and all lights must be turned off.
4. If your group is last to leave you are responsible for locking up: check there is no-one left inside the building; fully lock the outer door, including the top and bottom bolts; switch off the path lights (switch just inside the vicarage garden).

**If you hire the HALL:** stage blocks should be returned to their correct positions and nothing placed in front of the fire doors.

**The floor must be swept clean by all hirers before leaving,** whether or not another group follows on (brush is kept in the corner or just outside). Care should be taken to ensure that shoes or equipment do not damage the hall floor.

**If you hire the CENTENARY LOUNGE:** chairs and tables should be left neatly at the sides of the room and nothing must be placed in front of the fire exit or to obstruct the passage way behind this door. Carpets must be left clean (vacuum cleaner in cupboard under the stairs). Cutlery and crockery must be returned clean to their storage places and work surfaces and sinks are to be left clean.

**If you hire the COMMITTEE ROOM:** Floor and rugs must be left clean (vacuum in as above).

**If you use the COFFEE POINT:** cutlery and crockery must be returned clean to their storage places and work surfaces and sinks left clean.

## **RESTRICTIONS OF USE**

1. Smoking is illegal and strictly forbidden on the premises.

2. The sale of alcoholic beverages is **NOT** allowed. Prior arrangement must be obtained for the consumption of alcoholic beverages provided by the organiser at a private function; this agreement will be given only when entry to the function is restricted, and to functions where a licence to sell alcohol is not required. You can sell drinks if you obtain the appropriate licence from Warwick District Council and give us a copy.
3. Bicycles are not allowed into the building.
4. **No balls, unless sponge rubber or airflow type may be used.**
5. **Nothing may be attached to the walls or fabric of the building** except wooden pillar casings in the hall where blu tack may be used.
6. Permission to display a notice or poster should be requested from the administrator; any item placed on a notice board without permission will be removed.
7. The premises must be vacated by 11.00 pm.
8. Please note capacities for each room:

Centenary Lounge: Maximum capacity of 100 people (with no tables or chairs). 40 seated at tables, 50 seated without tables.

Committee Room: Maximum capacity of 30 people (with no tables or chairs). 16 seated at tables, 25 seated without tables.

Hall: Maximum capacity of 250 people (with no tables or chairs). 80 seated at tables 100 seated without tables.

## **SECURITY**

Normally only 1 front door key will be provided against the group leader's signature. It is expressly forbidden for any duplicate keys to be made without permission from a church warden.

## **LOSS OR DAMAGE**

The use of church property is entirely at the hirer's and each group member's risk. St Mark's church accepts no responsibility for any loss or damage, theft or injury incurred upon, or suffered by either the hirer or group member.

The hirer is responsible for the cost of making good any damage to church property during their group's occupancy, and any such damage must be reported to the church within 24 hours of vacating the premises.

**After reading all the above terms and conditions of hire, please sign and return the attached slip.**

## **ADDITIONAL ADVICE**

Please make sure you, or your named responsible person, know the position of fire exits and extinguishers.

If you are using the premises outside church office hours (*usually Monday to Friday 9.30am-1.30pm*) please ask for an emergency contact phone number and arrange to collect a key during office hours.

**If your activities involve children and/or vulnerable adults you must have a Safeguarding Policy and DBS certification process in place. We need to have copies of any relevant documents. (This does not apply to private parties.)**

St Mark's PCC public liability insurance does not indemnify outside groups hiring the premises. All hirers should have their own public liability insurance cover – most organisations will have insurance cover and individuals hiring the premises for a private function should check with their household insurers to ensure that public liability cover extends to the event.

We reserve the right to check the existence and detail of your insurance cover.

***Please complete and return the form below, retaining the rest of the booklet for your reference.***

My group has ONE/TWO/NO\* sets of hall keys. These will be returned at the end of the hire and no duplicate copies will be made. \* **delete 2 of these**

**I will collect a key on \_\_\_\_\_**

I have read and agree to abide by the terms and conditions of hire set out, and agree to ensure that all of my group do likewise.

Name (please print) .....

Address .....

.....

.....

Tel .....

Mob .....

Email .....

Signed \_\_\_\_\_ (hirer)

Date \_\_\_\_\_

In my absence the following person will be present and responsible for compliance with the terms of hire:

Name (please print).....

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel \_\_\_\_\_

Mob \_\_\_\_\_

Email \_\_\_\_\_

Signed \_\_\_\_\_ (responsible person)

*This information will only be used for purposes related to your booking.  
Our privacy policy can be found on the website [www.st-marks.net](http://www.st-marks.net)*