

# Hiring Terms and Conditions 2025

Updated November 2024

## Booking

- All bookings to be made through the Church Office - vicarspa@stlukes-grayshott.org or 01428 606703.
- A confirmation email will be sent and an invoice will be issued **two weeks prior to hire**.

## Payment

- Payment to be made upon receipt of invoice. Payment can be by bank transfer to:
- Account: St Luke's Grayshott PCC - Sort code: 30 93 94 - A/c no: 00803895
- Please use your invoice number as the reference.

## Hall Hire Charges

Hire times must include time for setting up and clearing away.

	Church Hall	Barnabus	Lydia & Dorcus	Eunice	Church
Hourly*	£20	£12.50	£12.50	£10	£30
Kitchen use	£10				£10
Heating (hourly)	£5	£4	£4	£3	£7

For funerals and weddings please see separate terms and conditions.

**\*Regular hirers and agreed discounts please refer to the booking confirmation email.**

## Cancellation of Booking

- Notification of cancellation to be made in writing.
- *A cancellation fee of £15 may be charged if your booked hire prevented another booking taking place. This charge is at the discretion of the Vicar.*
- Cancellations made **before 2 weeks** of the hire date do not incur any charge.
- **Less than 2 weeks**, full payment will still be required.

## Access

- Church Hall users are responsible for unlocking and locking the Hall.
- Keys must be returned immediately after use.
- In no circumstances are the keys to be duplicated.
- If there is another event in the Church the toilets will need to be accessible (see note below).

## Access to toilets

If the Church Hall is in use by another user and the toilets are needed by those in the church, access is via the front door (near the church office).

Please respect other users in the building.

## **General Church Use Conditions**

We welcome any school or organisation that wants to use St Luke's for their Special Services or events, but in order for us to best serve you, we need to ensure that we receive all the necessary information on a specific church use booking form - please ask the office.

The following information is important to note -

- St Luke's church is able to sit approximately 350 people comfortably without staging, with staging this reduces to around 300.
- The sound system and projector is available for use at the discretion of the Vicar.
- Heating is available during the months October through to March. The church takes a long time to heat up and keeping the main door closed helps make sure as much of the heat is retained rather than lost.
- All fire exits and access points must be kept clear.
- A ramp is available for step free access into the church - this needs two people to operate it safely.
- You will need to submit a risk assessment to the office two weeks before your event. This includes approximate numbers of people expected to attend.
- There isn't a charge for schools to use the church. But we do have running costs, therefore a donation would be appreciated and an amount to cover the cost of heating during the winter months. This is set at roughly £7/ hour. For organisations please refer to our terms and conditions for hire costs or speak with the office.
- There is no parking available in the church driveway apart from the one disabled space. Additional disabled and general parking is available in the church car park on the other side of the office building.
- Please leave the space, as you found it, clean and tidy, taking away any rubbish.
- Staging is available for the front of the church but there is a charge for this to be put up unless it ties in with other events using it.
- Pews can be moved but only by our specific pew moving team. Please speak with the office.

## **General Church Hall Conditions**

Please note our church hall is not available for use on Fridays between 5 and 10pm during term time as it is in use with our youth group. This can only be altered via prior agreement with the Vicar and the Youth Worker.

- The maximum number of people allowed in the hall at any one time is 50.
- The PCC accepts no responsibility for damage arising from faulty electrical equipment brought into the Hall by hirers. Please ensure that your electrical equipment is regularly tested for safety to meet the standards required by our insurers.
- The Hall is not licensed to sell alcohol. You can obtain a licence from East Hampshire District Council easily.
- Bouncy castles are not permitted in the Hall.
- Smoking is not permitted in the Hall.
- Children are not allowed into the kitchen.
- Apart from drawing pins into notice boards, NO OTHER FIXING MAY BE USED, including blue tack and Sellotape.
- Tables are stored in the 2 trolleys in the NW corner. Please return them as you found them.
- Please stack chairs according to the instructions on the wall.

## Kitchen

- A fully equipped kitchen is available.
- All crockery must be washed and returned to the cupboards before leaving.
- Instructions for the dishwasher can be found in the kitchen. Please note. *If you use the dishwasher then you should empty it, follow the instructions to drain it and, only when this has finished, switch the dishwasher off at the wall.*
- Tea towels and rubbish bags are not provided. Hirers should bring their own.
- The kitchen surfaces and floor must be wiped down and left clean and tidy.
- Fire door must be kept shut when the cooker is in use.

## Applicable for all hirers

- Personal equipment is not covered by the church insurance policy.
- External hires need to provide evidence of their own liability insurance.
- Risk assessments need to be submitted prior to each hire.

## Heating and lighting

The heating controller for the church hall is by the cleaning cupboard. If heating is needed please boost as needed for the length of time you require.

If hiring the rooms on the church office side, there is a boost button on the wall to the right of the stairs. You may need to turn on the radiators in the specific room that you will be using.

Heating in the church will be co-ordinated by a member of the staff team or Church Wardens.

## Rubbish

- Hirers are responsible for the removal from the premises of all the rubbish they have created. ***Including emptying the paper hand towels from the bins in the toilets.***
- General rubbish and recycling bins are situated close to the fire exit door. Please adhere to what goes in which bin.
- All glass to be taken away and not put in the black bin.
- No sanitary towels or disposable nappies are to be flushed down the toilets.

## Before Leaving

- Ensure all furniture is returned to its rightful place.
- Sweep floors in both hall and kitchen and wash, if necessary. Brushes and a mop and bucket can be found in the cleaning cupboard by the kitchen.
- Ensure that hot water and all electrical equipment, including heaters, are turned off and lights extinguished.
- Close and secure all windows and close/lock the doors.
- Please ensure the rooms are clean when you leave.
- Please report any breakages.
- Be aware that the Rooms may be in use before or after your use.
- We reserve the right to add £20 per hour if cleaning is required.
- Please respect our neighbours and leave quietly.

## Parking

There is limited parking at the church. Please use the car park and not the driveway, leaving the disabled space clear. There is further parking available in the village.

## First Aid

- A first aid kit and accident book are located in the kitchen.
- Hirers are required to complete details of any accident or incident occurring during their occupation of the premises which did, or could, give rise to injury. Details should be completed as soon as possible, but always before the hall is vacated by the hirers.
- Hirers are primarily liable for any accident or injury which arises out of their activities whilst using the premises.

## Safeguarding

In hiring our premises you are confirming that you have a relevant Safeguarding Policy in place.

If you do not have a policy in place, in continuing to hire our facilities you are choosing to adopt the Safeguarding Policy we hold. [This can be accessed here](#)

*For reference - Number of Helpers*

The following guidelines are considered a minimum requirement for any activity involving children:

Age	Ratio
0 - 2 years	1:3
3 years	1:4
4 - 11 years	1:8
11 - 14 years	1:15
15 - 18 years	1:20

## FIRE SAFETY - fire assembly point is at the front of church

In the event of a Fire:

- Evacuate the Hall.
- Use the Fire Blanket and/or fire extinguishers to help you evacuate the hall if necessary
- Hold a roll call when clear of the building.
- Call the Fire Brigade!!

**In using St Luke's premises we agree to the hiring terms and conditions.**

**Name:**

**Organisation (if applicable):**

**Date:**