



www.sleafordparishchurch.co.uk
Tel: 01529 413607

Room Capacity – Main Hall 60, Peake Room 20

Acceptance of a booking will assume acceptance of our terms and conditions.

In an emergency, please call one of the following numbers.
07714 565678/ 07707 513225/07989 993287/ 01529 304348

Terms & Conditions of Hire:

1. **Use by other hirers** – The use of the premises is not exclusive and the other room may be in use.
2. **Health and Safety - The exit doors are to be kept clear at all times and must not under any circumstances be locked when either room is occupied.**
A copy of our Fire Procedures is on the noticeboard. Ensure that everyone present is aware of how to evacuate in the event of a fire.
3. **Insurance** – Hirers must have their own public liability insurance.
4. **Signs and posters** – Care must be taken not to damage bare walls with tape, tac or pins.
5. **Damages** – Any damage caused by any means accidental or otherwise, must be reported to the Parish Office by email. Payment to replace or repair will be at our discretion.
6. **Property** - The property of any individual and organisation is left in the hall entirely at the owner's risk.
7. **Provision of alcohol** – The sale of alcohol is not allowed (even as part of the ticket fee) unless a TEN license has been obtained by the hirer.
8. **Music and Public Entertainment** - The rooms are not licensed for Public Entertainment, for which a license is required.
9. **Bouncy Castles** - The use of Bouncy Castles is not permitted unless by prior agreement.
10. **Cancellation by the hirer**- Casual hirers who have paid in advance, a refund will be given. Long-term hirers – as this is a casual hiring no hire fee will be due.
11. **Advertising events** - The prime responsibility for advertising events that are to take place in St Denys or the Parish Centre, lies with the organiser. We will display posters if required.

Upon leaving the Parish Centre:

12. **Kitchen** – Please leave this clean and tidy. Small items of rubbish may be placed in the relevant bins supplied but please take larger items away with you. Do not leave any food or drink behind.
13. **Lights, windows, doors and heaters** – It is your responsibility to make sure that all windows are closed and taps, heaters & lights are turned off.
14. **Cleaning** – please sweep up crumbs from hall floor and leaves from the entrance hall.
15. **Toilets** - Please check that these are as you found them.
16. **Furniture** - All tables and chairs must be stacked where they were found.
17. **Locking Up** - All users, please ensure main door is **locked and secure. Do not label your key in any way that makes it identifiable.**
Casual hirers, please post the key back through the letterbox ensuring it has gone right through to the basket below.

General information:

Cleaning Arrangements:

The hall is cleaned three times per week by contract cleaners.

Everything should be left, by all users, in a clean (as you would expect to find it) condition.

If you think the hall has been left in an unsuitable condition, that should be reported to the Parish Office.

It is the users responsibility to ensure that the room is suitable to use (ie if it is not clean enough – sweep the floor before the group begins).

If a member complains about the cleanliness of the venue to the leader of the group - that is the responsibility of the leader, because the decision should already have been made about reporting the unclean hall to the Parish Office.

Users should not complain to the cleaners, if they are in the building, as they may not be the ones responsible.

Policies available for inspection if required and may be viewed on our website:

Child and Vulnerable Adult Protection

Health and Safety

Privacy Statement

Cancellation by St Denys PCC:

Whilst every effort will be made to retain the premises so that they are available on the date required, circumstances may arise where due to emergency or other unforeseen circumstances the use of the premises may be curtailed. In such circumstances either a refund for that day will be made or no fee will be incurred. The Vicar/Churchwardens/Parochial Church Council will not be responsible or liable for any loss arising as a result of the premises becoming unavailable.