

St Bene't's CAMBRIDGE

ROOMS: TERMS AND CONDITIONS OF USE

1. **BOOKING:** The room(s) hired shall be used only for the purpose(s) stated on the booking form or in correspondence with the Vicar, the Churchwardens, or the Parish Administrator. Additional dates for rehearsals, for depositing equipment, or for other related events must be added to the form.

St Bene't's Church reserves the right to refuse or cancel any booking or booking request which is felt to be contrary to the aims of the parish or in the case of a need on the part of St Bene't's Church to use the space for its own purposes. Notice will be given and the booking fee will be returned, if already paid.

No deposit is required at the time of booking, but the balance must be paid **1 week** in advance. All bookings may be cancelled by the hirer without charge, with one week's notice. Otherwise, cancellations will incur a fee equal to 25% of the booking fee.

Unless otherwise stated, the person whose name appears on the booking form will be considered 'the hirer,' deemed responsible for the meeting/event, and will be expected to be in attendance throughout.

2. ROOM AVAILABILITY:

- Rooms cannot be booked during weekday service times (Mon-Sat: 08:00-09:00, 18:00-18:45; additionally, Tue: 10:30-11:30), when the rooms are in use for parish activities (e.g. Fri: 19:30-21:15) or at all on Sundays.

- Rooms are only available for the time period which has been stated on the booking form.

- It is the responsibility of the hirer to ensure that functions finish on time. If meetings over-run, extra time will be rounded up and charges made accordingly.

- Rooms must be left in the condition they were made available for use, including furniture arrangement.

- Cleaning costs incurred due to the misuse of rooms shall be charged to the hirer.

- If the existing layout is to be changed, the revised layout needs to be received at least one week in advance of the event.

- No goods or tickets may be sold on the premises without the prior consent of St Bene't's Church.

- There is minimal storage capacity for hirers of St Bene't's Church, but any equipment or refreshments for receptions may be delivered in advance, if such a delivery will not interfere with or disrupt other bookings or the normal services and events of St Bene't's Church. Any items left there are at the customer's own risk and any arrangements must be made and agreed at least one week in advance with the Parish administrator, in order to arrange access to necessary rooms. Arrangements for any deliveries or equipment to be left overnight is not always possible.

3. HEALTH AND SAFETY:

- The hirer of the facilities of St Bene't's Church is responsible for the health and safety of those the hirer invites onto the premises.

- The hirer is to ensure that fire and safety regulations are observed while using the building, that fire exits are kept clear and that all fire doors remain closed. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of fire equipment shall be charged to the user in full. The hirer must familiarise themselves with fire evacuation procedures and the location of fire exits in the building. The hirer should point out fire exits to all in attendance. Please note that the **main entrance**, internal and external, is a fire exit and **must be kept clear at all times**.

4. CHILD PROTECTION AND SAFEGUARDING VULNERABLE ADULTS:

- Where the room hire is for an event that involves **children 0-18 years old** or **vulnerable adults**, the hirer is deemed to take full responsibility for the safety and protection of these children and vulnerable adults for as long as they are on the premises, in line with current, relevant legislation and in line with the policy of St Bene't's Church. If the hirer is in doubt as to the legislation and their requirements, he/she is advised to see information on the NSPCC website (www.nspcc.org.uk).

5. PROTECTION OF THE FABRIC OF THE BUILDING:

- No labels, posters, information sheets, etc. may be attached to the walls, paintwork, or any part of the building by any adhesive including blue tac, pins, Velcro, sellotape etc.

- All damages and breakages to St Bene't's Church or its property, including the loss, removal, or theft of property, shall be charged to the hirer at replacement cost.

6. PUBLICITY:

- Publicity for concerts and events is arranged and paid for by the hirer. Handbills and posters can be displayed within St Bene't's Church if a copy is left in our mailbox or office, but events are not publicised on the website of St Bene't's Church.
- St Bene't's Church cannot provide press releases or act as a contact between your event and the media and will not send out invitations on behalf of the performers/participants.
- St Bene't's Church cannot provide box office facilities. These must be arranged by the organiser, including 'on the door' ticketing.

7. **INSURANCE:** St Bene't's Church will not accept liability for damage to or loss of property or for personal injury not caused by the negligence of the management of the church.

8. SMOKING AND FOOD AND DRINK:

- There is a strict No Smoking policy in all parts of the building and immediately outside the main entrance.
- The use of illegal drugs on or outside the premises is strictly prohibited and will be reported to the police.
- Food and drink may be prepared by the hirer in the kitchen servery, but disposal of waste and cleaning are the responsibility of the hirer. Facilities should be left in the same condition in which they were found. St Bene't's does not have a licence for selling alcohol, so no alcohol may be sold on the premises. Alcohol may be served on the premises, but interval drinks, for example, should be included in the ticket price rather than charged separately.

9. **SPECIAL NEEDS:** St Bene't's Church aims to be as inclusive as possible. All rooms, save the upper Ramsey Room, are accessible to wheelchairs and pushchairs by ramp. A loop system operates in the nave. Please note special needs on the booking form or 7 days in advance of the event.

10. **CONCERTS:** St Bene't's Church has a contract with the Performing Rights Society for music performed outside of public worship, but this licence does not cover concerts organised by hirers. The hirer is thus responsible for discovering whether a projected programme of music is in any way subject to PRS charges and is also responsible for obtaining the appropriate licence, where applicable. Not all music is subject to such charges; please visit the Society's website (<http://www.prsformusic.com/>) for more details and for the appropriate forms.

11. Wifi is not normally available to hirers.

12. The hirer will be expected to have read and understood these Terms and Conditions prior to booking. The hirer must indicate on the online booking form that he/she accepts these Terms and Conditions. Receipt of an online booking form will then be deemed acceptance by the hirer of these Terms and Conditions.

CONTACT DETAILS
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