



Conditions for One-Off Booking of St. Luke's Church Hall

Summary:

- Hall Rental for one-off bookings will be charged at **£20 per hour** for a minimum of three hours.
- Booking is made through the online booking service (available on St. Luke's website: <https://www.stlukesramsgate.org/church-hall.html>) and is done by providing credit or debit card details. These details are not held by St. Luke's but securely by *Stripe* (<https://stripe.com>) an international online payments platform.
- The booking will not be charged until 6 days before the date of the booking and the booking can be cancelled at any point before then with no charge made. We will send a reminder that the booking is about to be charged 4 days before the charge is made.
- Once the booking has been charged St. Luke's will contact the hirer to arrange for the opening up of the hall.
- No deposit is taken, but we reserve the right to charge up to a further £50 after the hall is hired to cover any damage done to the hall, cleaning costs due to the hall being left in an excessively dirty state (see 2c below) or failure to vacate the hall on time. In the unlikely event that this happens we will inform the hirer first.
- If you are unable to pay or book using the online booking system, then a booking can be arranged by completing a paper form and a £10 booking fee. We will also ask for a £50 cash deposit to be paid before the booking commences and to be returned soon after - as long as it is not needed to cover any damage done to the hall, cleaning costs due to the hall being left in an excessively dirty state (see 2c below) or failure to vacate the hall on time.

Terms and Conditions

1. Terms:
 - a. "*Hirer*" refers to the party named in the online booking or on the paper booking form.
 - b. "*PCC*" refers to the Parochial Church Council of St. Luke's Church Ramsgate, which is the charity that owns St. Luke's Church Hall.
 - c. "*Hall*" refers to St. Luke's Church Hall on St. Luke's Avenue Ramsgate, CT11 7JX.
 - d. "*Rooms hired*" refers to the areas of the *Hall* that the hirer can have sole access to during the *session*. All *hirers* will have access to the corridor and the toilets on the corridor, whilst those hiring the main hall will also have sole access to the stage area, kitchen facilities and toilet accessed from the Main Hall. The *rooms hired* will be the Main Hall area in the church unless otherwise stated.
 - e. "*Session*" refers to the time period that the *PCC* agrees to allow the *Hirer* to have sole access to the *rooms hired*. This is the time slot booked using the Skedda booking system on St. Luke's website: <https://www.stlukesramsgate.org/church-hall.html> or listed on the paper booking form.
 - f. "*Session Rate*" refers to the amount that the *Hirer* agrees to pay the *PCC* for the *rooms hired* for each *session*. This will be **£20 per hour for a minimum of three hours**.
 - g. "*Excluded Activities*" are those that the *PCC* has deemed will not be allowed on its premises. (See 2f below).

2. The *Hirer* will:

a. Either:

- i. Provide debit or credit card details through the online booking system so that payment of the *session rate* can be charged no more than 6 days before the actual booking. The hirer can cancel at any point up to 6 days before the actual booking with no charge being made. The hirer agrees that up to £50 can be further charged on the debit or credit card to cover the cost of any damages, cleaning costs due to the hall being left in an excessively dirty state (see 2c below) or failure to vacate the hall on time.

Or:

- ii. Pay a £10 cash booking fee and return a completed paper form before the date of the booking and pay the *session rate* in cash before the booking commences along with a £50 deposit. The £50 cash deposit will be returned unless there needs to be a charge to cover the cost of any damages, cleaning costs due to the hall being left in an excessively dirty state (see 2c below) or failure to vacate the hall on time.
- b. Will only use the hall during the *session* times indicated in the online booking or on the booking form.
- c. Ensure that at the end of any *session* the *rooms hired* are left clean, tidy and clear of rubbish:
- i. All tables in the Main Hall stacked in the table trolley.
 - ii. All chairs stacked and placed against the walls, ensuring no cupboards or doors are blocked.
 - iii. Floors swept if they have been made noticeably dirty.
 - iv. The kitchen left clean if used, with special attention to the cooker top and all surfaces.
 - v. The toilets (WC bowls, washbasins, floors) cleaned if noticeably soiled in any way.
 - vi. All rubbish placed in the appropriate bins in the kitchen ensuring that recycled refuse is placed in the recycling bins and is free of food refuse and not mixed with any non-recyclable litter.
 - vii. Excessive rubbish (i.e. more than fits in the kitchen bins) placed in the appropriate wheelie bin on the driveway outside the hall: recycling including paper and card in the small bin with the blue lid not in black refuse sacks and all other rubbish in black sacks in the big black wheelie bin. Any large pieces of cardboard should be placed behind the recycling bin.
- d. Ensure on departure that:
- i. All lights are turned off.
 - ii. All heaters are set to be on pilot light only.
 - iii. The gas cooker is not left on.
- e. Report any problems including:
- i. Any damage to the Hall or appliances to the *vicar* (01843 592562) as soon as possible.
 - ii. Any concerns about the state of the hall. Please write in the blue book hanging next to the stage.
 - iii. Any emergency situation (e.g. flood, fire, electrical failure or lack of heating) to the *vicar* on 01843 592562 or Andrew on 07563 563563.
 - iv. Any accidents, incidents or near misses using the accident report booklet in the First Aid kit in the corridor and posting the incident report through the vicarage doorway.
- f. Ensure that the following *excluded activities* are not allowed in the hall:
- i. Consumption of alcohol or any illegal drugs.
 - ii. Gambling
 - iii. Smoking inside the hall.
 - iv. Excessive noise that will cause a nuisance to the neighbours

- v. Any animals, except by special agreement, with the exception of guide dogs or other dogs trained to aid a person with some kind of disability.
 - vi. Any obstruction of the fire exits.
 - vii. There are no more than 60 adults seated in the hall or 80 adults standing (see fire risk assessment)
 - viii. Any illegal activity.
 - g. Ensure that cars are only parked on the drive area in front of the hall and do not block the driveway between the church and the hall.
 - h. Ensure that due attention is paid to health and safety in the use of the hall. In particular ensuring that due attention is paid to:
 - i. The St. Luke's Health and Safety Policy (www.stlukesramsgate.org/policies)
 - ii. The Church Hall fire risk assessment (hanging up in the hall by the stage)
 - iii. Completing their own necessary risk assessments
 - i. Ensure they have the necessary insurance to protect themselves and their users. The *PCC* cannot be held liable for any accidents, damage or injuries caused as a result of using the *hall*.
3. The *PCC* will:
- a. Allow access to the *rooms hired* during the *session* to the *hirer*.
 - b. Provide someone to enable access to the *rooms hired* at the start of the session.
 - c. Ensure that the *hall* is kept to a reasonable standard of cleanliness and that there is a sufficient provision of toilet rolls, hand towels and equipment to do basic cleaning.
 - d. Provide refuse collection bins for use of the collection of rubbish from the hall.
 - e. Provide at least the following furniture:
 - i. In the Main Hall: 60 chairs, 6 large tables and 2 small tables
 - ii. In the Battle Room: 10 chairs and 2 small tables
 - iii. In the Perry Room: 12 chairs and 3 tables
 - f. Provide gas, electric and water utilities to ensure sufficient lighting, heating and cooking as needed by *hirers* during their *sessions*.
 - g. Provide insurance cover for the *hall*, which includes insurance against property damage and public liability.
 - h. Retain any personal data collected in connection with this contract in line with the St. Luke's Privacy Notice (www.stlukesramsgate.org/policies)
 - i. Make relevant policies available either online or in the *hall*.
 - j. Respond as quickly as possible to any concerns or problems raised.
 - k. Not accept responsibility for any losses arising whatsoever, whether material or otherwise, in the event of it having to cancel any *sessions* for reason beyond its control.