

ROOM HIRE

at



St. Paul's Church Centre

227 Burges Road, East Ham, London E6 2EU

www.saintpauls.fsnet.co.uk

mail@saintpauls.fsnet.co.uk

Introduction

As well as being the home for *St. Paul's Church*, it has always been our intention that our church centre buildings are here as a community resource. We therefore encourage community use of our premises whenever possible. We also permit private hire of the premises if they are available.

Regrettably, some hirers have misused the premises in the past, so we are now obliged to insist on holding a **Damage/Compliance deposit**: providing the hire completes without any damage or compliance failures, this deposit will be refunded in full. However, we will withhold all or part of the deposit to cover the costs of any damages and/or any failure to meet the terms and condition of hire, especially the failure to vacate the premises on time.

Over-running will be charged at twice the normal hourly rate!

We appreciate that it is not always possible to know exactly how long an event will take, but our experience is that many people seriously underestimate the time it takes to clear up at the end! Please make sure you have adequate people and time set aside to clear up before the end of your hire period.

St. Paul's Parochial Church Council

Booking Form

Name :	
Address :	
Telephone No.	
Mobile No :	

I wish to hire the following areas at St. Paul's Church Centre for
(please delete those areas not required)

Name/type of event :
Day and Date of Event :
Time of event (from/until):

Main Hall	£23
Reception Area/Coffee Bar/Kitchen	£14
Saxby Room (first floor meeting room)	£ 8
Total cost per hour	
Number of hours	
Total hire cost	
Damage/Compliance Deposit	
Total Payment Required	
10% initial booking deposit	
Remaining charge	

Special requirements (if any)

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How to make your booking

Please read through our terms and conditions carefully. If you are happy to agree to them, then contact our **Booking Secretary** to see if your required space and time is available. If it is, you may make a provisional booking by telephone.

Then fill out the booking form at the back of this leaflet, and return it to our **Booking Secretary** with your deposit (or the full amount if there is less than 2 weeks to go before the event).

Our current Booking Secretary is : -

Mrs Gwen MacIver
Telephone : 020 8552 3434
176 Burges Road
East Ham
London E6 2BS

Notes:

Please be aware that this is a very busy set of buildings, with lots of groups using the centre most days. This will sometimes mean that although a space may appear empty/available, it is actually unavailable because of noise, access or other considerations.

As the centre is heavily used already at weekends, bookings for private functions are not taken for Saturdays and Sundays.

At times we also need to take space out of use for repairs and maintenance.

General Terms & Conditions of Hire

1. All bookings will be considered as chargeable (or non-refundable if paid in advance) unless a minimum of 24 hours notice of cancellation is given.
 2. All bookings are made for a specific time. St Paul's reserves the right to make an additional charge for the extra time involved if you are late arriving or leaving the premises, thus keeping the caretaker waiting. **Please remember to allow time in your booking for you to set up and clear away at the end.**
 3. A deposit of 10% will provisionally reserve the hire of the premises. The balance of the hire charges, plus the Damage/Compliance Deposit, must be paid in full at least 2 weeks before the hire date. Failure to pay the balance will be considered as cancellation of the booking. Bookings are not normally taken for more than three months in advance.
 4. St Paul's reserves the right to refuse bookings, or cancel reservations, if the premises are required for Church activities or if the premises become unsafe. Any deposits or fees paid for the cancelled booking will be refunded.
 5. Bookings will not be taken for activities contrary to the Christian ethos of the church centre.
 6. Specific areas are hired as separate units and at different rates of hire. Hirers must not use areas of the premises that they have not hired, or transfer items, (tables, chairs etc), from one area to another. **If special items are required that are not normally available in the area to be used, please ask if you can have them made available.** We may be able to do so, or offer a suitable alternative.
 7. St Paul's reserves the right to offer alternative rooms to those hired where it is necessary or expedient to do so. This would only be done in extreme circumstances, and if possible, with the agreement of the hirer.
 8. Hirers should restore the rooms to the condition in which they found them. All rubbish should be cleared to the bins provided, the floor swept, and tables wiped down. Tables and chairs should be stacked and put back where they were found. Any kitchen equipment used should be washed, dried and put away.
- If your function generates large quantities of rubbish - (more than one sack full) - please make arrangements to take your rubbish away with you.**

9. A refundable Damage/Compliance Deposit will be charged and held against compliance with these conditions.

10. All damages will be charged for. If you find something broken or any equipment missing on your arrival, you must report it to the caretaker as soon as you are aware of it. Any damage that affects the safety of the premises - resulting in closure - could result in the hirer paying for any consequential losses of hire, as well as the damage if the damage was caused by the hirer and/or their party. **If you find anything you feel is unsafe, report this immediately to the Bookings Secretary or to the Wardens.**

11. You should be aware that although the Church has Public Liability Insurance, you are responsible, as a hirer, for arranging your own insurance to cover public liabilities in connection with your use of the premises. (Our Insurance does not extend to covering the hirer from claims made against the hirer.)

Please supply written evidence from your insurers confirming that your function is covered by Public Liability (Third party) insurance.

12. All bookings are accepted on the condition that the hirers agree with these Terms and Conditions.

Current Charges (as of July 2008) : -

Main Hall – £23 per hour

Reception Area/Coffee Bar/Kitchen - £14 per hour

Saxby Room (first floor meeting room) - £8 per hour

Damage/Compliance Deposits : -

Main Hall £200,

Reception Area/Coffee Bar/Kitchen £100,

Saxby Room £50

Additional Terms for Regular bookings and Account Hirers

Monthly accounts are available to regular hirers at the discretion of the Booking Secretary and the P.C.C. Such accounts are granted on the following additional terms:

1. Bookings will be invoiced on a monthly basis normally on or near the first day of each month in arrears. Payments should be made in full within 14 days of the invoice date.

2. Payments by Cheque should be made out to "ST.PAUL'S (EAST HAM) P.C.C" and sent to the Booking Secretary at the address on the invoice. Payments will be shown on the following invoice.

3. If you prefer to pay in cash, payment may be made directly to the Booking Secretary at the above address. A receipt will be issued for all cash payments received.

It is essential that no payments should be made to anyone other than the Booking Secretary, regardless of what has been done in the past.

4. Please let the Booking Secretary have details of your bookings as far in advance as possible. This will allow proper forward planning and avoid clashing dates etc. Bookings are usually made a maximum of three months in advance but will be made further in advance if required, on a provisional and 'subject to confirmation' basis. Bookings will only be considered valid if they have been made directly with the Booking Secretary and confirmed.

5. Failure to pay promptly will result in account facilities being withdrawn. Any future bookings already arranged will be cancelled and will only be reinstated strictly on a paid-in-advance basis.

6. You should be aware that although the Church has Public Liability Insurance, you are responsible as a hirer, for arranging your own insurance to cover public liabilities in connection with your use of the premises. (Our Insurance does not extend to covering the hirer from claims made against the hirer.)

Please supply written evidence from your insurers confirming that your function is covered by Public Liability (Third party) insurance.

These terms should be read in association with, and are in addition to, the 'General Terms & Conditions of Hire' on the previous page.