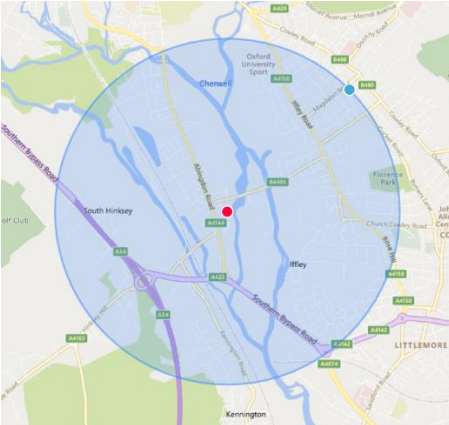




ST LUKE'S CHURCH

TERMS AND CONDITIONS OF HIRE



PRIVATE PARTIES

Each booking is considered case by case. As a rule, renting for private parties is possible from Monday till Saturday between 8.30am and 10.30pm to residents living within 1 mile of St Luke's.

DISCOUNT: St Luke's wants to support its neighbourhood by making its hire affordable. Groups which qualify for a discounted rate

are St Luke's Church members; local residents [within 1 mile] and charitable/non-profit organisations.

BOOKING: All bookings are made by church staff in agreement with our lettings policy and must be in writing on the booking form provided. The person signing this form will be identified as the Hirer. Where an organisation is named, the organisation will be known as the Hirer and will share responsibility with the person who signs this form.

The only legitimate use of the premises is for the purposes set out in the Hiring Agreement and they must not be sub-let or used for any unlawful purpose or in any unlawful way.

Nothing must be done to bring onto the premises anything which may dangerous or invalidate our insurance policies.

WE ARE SORRY BUT THERE IS NO CAR PARK AT ST LUKE'S CHURCH!

- Canning Crescent is a 'Permit Parking Area'.
- Non-permit holders are eligible to park there for a maximum of 2 hours from Monday to Saturday between 8am and 6.30pm.
- **Never park at the turning end.**
Dropping off and picking up people/items is allowed, if the turning end is not blocked.
- Visitors can park at Redbridge Park and Ride, at 5 minutes walking distance for £2 for the day.
- It is the responsibility of the hirer, to manage the parking situation for the duration of the event. A fee of £20 will be deducted from your deposit if we receive complaints about obstructions.

DEPOSIT:

bookings less than 3 hours: £20 deposit. bookings longer than 3 hours: £60.
A deposit is mandatory to secure the booking. This will be returned on the return of the key, subject to the room being left in a satisfactory condition, and subject to these terms and conditions.

PAYMENT: Invoicing arrangements will be agreed at the time of the booking.

BANK DETAILS

St Matthews Church PCC

a/c 00011601 - s.c. 40 52 40

mention 'RENTING - [your name] - ST LUKES' or 'DEPOSIT [your name] ST LUKES'

CANCELLATION: the deposit will be returned when cancelling up to 2 weeks before the booking. With less than 2 weeks' notice the deposit will be retained. With less

than 24 hours' notice the full fee will be due (subject to the discretion of the church).

CANCELLATION BY ST LUKE'S CHURCH: The PCC [Parochial Church Council] reserves the right to cancel the booking in exceptional circumstances. This right will not be unreasonably enforced.

KEYS: The Hirer will be given a set of keys (or the code to the key safe) to allow them access to the building for the period they are hiring the room. Keys need to be returned immediately after the event.

RIGHT OF ENTRY: St Luke's retains the right of entry to the building before, after or during any hiring.

DAMAGE: The Hirer is responsible for the cost of any damage caused to the premises and its content during the period of the booking. They must report damage and breaks to the office which will arrange for the cost of any repair to any part of the property to be recovered (including the surroundings or the contents of the building.) The deposit will be returned, once the damage and/or repair has been carried out.

MUSIC AND NOISE: Noise levels, in particular use of a PA system, must be closely monitored due to the potential nuisance to our neighbours. The absolute maximum duration for amplified music is three hours and there should be no amplified music after 8pm. St Luke's preserves the right to cancel the hire or keep the deposit if there are complaints. The Hirer undertakes to satisfy all requirements under performing rights legislation for the playing of live or recorded music.

CHILD AND VULNERABLE ADULTS' PROTECTION: St Luke's Church wants to ensure that every child and vulnerable adult always feels safe, whenever they visit St Luke's Church. And we have set up guidelines to help everyone understand what this means in practice.

If your booking includes Children under 18 or vulnerable adults, you must read and agree to our Child Protection and Vulnerable Adults Policy (provided by the

office). In signing the hire agreement, the Hirer agrees to ensure that all adults present on the premises are aware of this procedure and abide by it.

DATA PROTECTION AND PRIVACY NOTICE: St Luke's Church will comply with all relevant regulations for General Data Protection (GDPR) and any related UK legislation. We will only collect, use, store and transfer personal data about the Hirer in accordance with the Data Privacy Notice. This notice can be viewed and downloaded at www.stlukesoxford.org.uk. Ask us for copy if you need one.

MAXIMUM NUMBER TO BE ADMITTED: The maximum number of persons to be admitted is not to exceed 100 persons for the main hall and 30 persons for the Chill-out room.

WIFI: The hirer needs to read and sign the Wi-Fi policy provided by the office with terms and conditions for the use of Wi-Fi at St Luke's Church. Access will be given once the policy is signed.

BEFORE and DURING YOUR EVENT

ACCESS: Access to the Church is restricted to the agreed hire period, including time for setting up and clearing away.

ADVERTISEMENTS: No posters, boards, signs, flags or other emblems or advertisements are to be displayed inside or outside any part of the building without the previous consent of the office. The office reserves the right to remove any advertising material without warning.

ALCOHOL: The sale of alcoholic drinks is not allowed. Alcohol may be served for private and moderate consumption during an event. Please discuss this when you make your booking.

CHAIRS AND TABLES: Chairs and tables must never be dragged across the floor as they leave marks on the wooden floor. You will find it much easier to use the trolley provided. Please don't bring red chairs into the main hall as they damage the wooden floor. There are: 6 rectangular folding tables, 4 round folding tables,

one wooden table, 79 blue chairs for the main hall, 20 red chairs for use in the chill out room.

CONFETTI: only use biodegradable confetti in the garden. Using confetti indoors is allowed, if everything is removed after your booking.

DECORATIONS: no tacks, screws, pins, nails, or other similar objects are to be driven into the walls, nor is any adhesive substance (eg Blu Tack) to be attached to them.

DISHWASHER: the hirer must appoint someone to read the instructions and oversee it.

DOGS: only Guide Dogs are allowed in the buildings.

EMERGENCIES: In anticipation of any emergency, it is the Hirer's responsibility to ensure that they know the location of first aid kits and the nearest hospital and other services.

FACILITIES: Use of the main hall and Chill-out space includes the use of the kitchenette, with fridge, kettle, and the serving hatch associated with it, the hot water urn in the main kitchen, the use of mugs and jugs for drinks and thermos flasks to serve hot water and coffee. Jugs, cups and mugs must be washed after use and flasks must be emptied.

FIRE PROCEDURES: Hirers are responsible for familiarising themselves with the fire evacuation procedure and ensuring that their entire group have evacuated safely in the event of a fire. Fire evacuation procedures are displayed on signs around the building and in detail by the main door.

HEALTH AND SAFETY: The booking must be in the name of and under the direct supervision of at least one responsible adult, capable of coping with the needs of the event. It is the responsibility of the Hirer(s) to ensure that the premises are safe for the purposes for which they intend to use them. There is no public phone in the building. The Hirer must ensure they have access to a phone for emergencies and they are responsible for ensuring that they have adequate first

aid cover for their activity. A first aid box and accident book are located in the kitchenette in the Chill-out space.

INSURANCE: The Hirers are responsible for having their own adequate insurance cover for the purpose of their booking. St Luke's reserves the right to inspect this insurance prior to a booking being agreed.

KITCHEN USE: Make sure you read the kitchen notice to make the most effective use of the kitchen. There is plenty of guidance about food safety and preparation.

MUSIC EQUIPMENT AND PROJECTOR: We ask private parties to use their own equipment. On request, the music equipment and projector, on certain occasions can be used. The music equipment and the ceiling mounted projector and screen must only be operated by someone who has been previously approved. Please let us know if this will be needed prior to the booking.

PREMISES: The event must remain on St Luke's premises and only the booked room(s) may be used. At no time during the booking should the building be left open and unattended.

SMOKING: St Luke's Church premises and grounds are a No Smoking Zone.

SOFAS in the main hall have wheels. We prefer you not to wheel them to the chill out space as they are difficult to get through the door.

SUPERVISING: The Hirer will during the period of the hire be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage (however slight) and the behaviour of everyone on the premises whatever their status. This includes proper supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction of the road, including the turning.

AT THE END OF YOUR EVENT

ACCIDENTS AND LOSS: Hirers are responsible for any accident or injury arising out of the booking. St Luke's Church accepts no responsibility for any accident or loss

which may occur during occupation of the premises. Accidents giving rise to any injury should be recorded in the accident book by the first aid box in the kitchenette. Completed forms should be put in the letterbox outside the front door. Serious accidents or incidents should be reported to the church office as soon as possible.

BINS AND WASTE: The Hirer(s) must provide their own bin bags to remove all waste from the event. All rubbish and other waste materials should be taken away. We may charge the Hirer for any rubbish left.

CLEANING AND TIDYING: The building must be left in a clean and tidy condition. Cleaning equipment can be found in the cleaning cupboard. The kitchen floor has to be mopped after use. The floor in the main hall and chill out room has to be swept. Any spillages must be removed with kitchen paper or a damp cloth. If furniture is moved it should be returned to the original position. Folding tables must be returned to the storeroom and not more than 20 chairs stacked alongside the walls. All other chairs need to be returned to the storeroom.

LEAVING AND LOCKING: The building should be checked, all lights turned off, all windows shut, and doors locked on vacating the premises. It is the Hirer's responsibility to ensure the building is left secure. Hirers may be charged for any additional costs incurred in failing to do this. The hall should be cleared by 10:30pm.

KEYS: The keys must be returned in the letter box or in the key safe. It is the Hirer's responsibility to ensure that they keep these keys safe and if any loss or theft occurs, they should notify the office as soon as possible. Hirers will be charged for the cost of additional keys being cut or any locks changing.

READ AND KEEP

Reviewed in September 2024

we hope you have a lovely time
at St Luke's Church!