

St Philip and St James Church, Elizabethan Room Terms and Conditions of Use

The Room

The Room can accommodate a maximum of 14 people. Use covers the room, the toilet and kitchen area, plus tables and chairs.

The Room may not be used for the sale of alcohol. No electrical equipment may be brought into the Room, unless by prior agreement.

The Room may be used only for activities agreed with the Parochial Church Council (PCC). The PCC reserves the right to cancel or postpone a booking in the event of a funeral being held.

The Room may not be used for any unlawful purpose or purpose inimical to the Church of England.

The benefit of a booking may not be assigned or transferred (in whole or in part) and the Room or any part of it may not be used by any person other than the User.

The Room is not available for Sunday bookings, other than by special arrangement or any time after 7.00pm on a Saturday.

The PCC reserves the right to refuse a booking request.

Fees

There is no charge for the use of the Room, but Users are asked to make a donation to the PCC for its use to cover costs of running and maintaining the Room. Indicative figures for the costs of running the building will be provided on request.

Nuisance

The User is responsible for the proper conduct of everyone (including supervision of children) using the Room including the prevention of annoyance or inconvenience to other persons.

In particular, the User must keep noise to a reasonable level, having regard for neighbouring residents. The PCC or its authorised representatives may stop any meeting, function, or entertainment, which is not properly conducted.

Protection of Children and Vulnerable Adults

A copy of the signed current Child Protection and Protection of Vulnerable Adult policies are on display in the Room and on the website. All Users are required to read these policies.

The User is required to ensure that children and vulnerable adults are always protected, by taking all reasonable steps to prevent injury, loss or damage and ensuring all necessary checks are undertaken. The PCC accepts no responsibility for the User's failure to comply with these requirements.

Facilities

All property of the Users must be removed before the end of the period of authorised use and the Room must be vacated by this time.

No nails, screws, bolts, tapes, blu-tac or similar product may be driven into or stuck onto the walls and fixtures of the Room.

The User is responsible for all damage to the Room (and any fixtures, fittings and furniture and any other articles in it) during the period of use.

Continued overleaf

All damage and breakages must be recorded in the damage report book located in the kitchen and paid for. It is the responsibility of the User to ensure that the Room and kitchen are cleared, cleaned and tidied before the end of the period of use.

Cleaning equipment will be made available, and all rubbish must be put in the bin in the churchyard. If the User fails to observe these conditions the PCC may fulfil them on behalf of the User and recover the cost from the User.

Fire and Emergency

The User must comply with all conditions and regulations made in respect of the premises by the Fire Authority, or Local Authority in connection with the event. The User must take note of the Fire assembly station shown on the Notice Board

No flammable substances may be brought into any part of the Room. No internal decorations of a combustible nature may be erected without the consent of the PCC.

The User is responsible for calling the Fire Brigade to any outbreak of fire however slight.

The User must ensure that all exits, emergency exits, and fire appliances are always free from obstruction and available for use, during the period of use of the room.

Internet Wifi facilities

Wifi facilities will be provided on a strictly controlled basis, during the use of the Room only. The log in details will be displayed on the notice board.

Disclaimer

The PCC and its officers shall not be liable to the User or to any person using or entering the Room for personal injury or for damage to, loss or theft of any property brought into the Room however it may be caused, unless caused by negligence on the part of the PCC.