

# Room Hire Terms and Conditions

**By signing the terms and conditions the hirer agrees to:**

- Ensure and promote the respectful use of the building, managing the well-being and behaviour of those attending
- Use building for stated and agreed purposes only
- Comply with appropriate legislation for Gaming, License and Public Entertainment
- Have relevant insurance where necessary and be responsible for their own legal responsibilities
- Ensure all St. M's policies are adhered to – it is particularly important that the children and vulnerable adults safeguarding policy is adhered to at all times
- No smoking is allowed on the premises, including the garden areas
- Leave the hired area, and any other areas used (kitchen and toilets) in the same condition they found them in; if there are any problems with the condition of the hired room or any other areas of the building used please inform the events manager of any issues (contact details at the end of this form)
- Take all rubbish off site with them
- Ensure the building is vacated by the time stated
- Ensure all electrical equipment brought onto the premises has been PAT tested
- Ensure no animals, apart from assistance dogs, are brought onto the premises without prior agreement

St. M's Events

St. Michael and All Angels Church, Hempsted Road, Paulsgrove, PO6 4AS  
07795 410 027 / [corinne.wincott@csrnet.org.uk](mailto:corinne.wincott@csrnet.org.uk)



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## Reservations / Cancellations

We require payment on booking for all hires; if the booking has to be amended or cancelled for any reason we ask for 7 days' notice to the e-mail address or phone number below. Any cancellations before this period will be refunded in full. Cancellations made after this time will be refunded 50% of their payment.

Deposits of £30\* are required for each booking, this will be returned within 7 days if the terms and conditions of hire are followed and no damage is found. If damage is found the cost of repair will be taken from the deposit before it is returned.

Provisional bookings can be made, and the room will be held for a maximum of 7 days. If we cannot contact the hirer on the final day we will release the room for hire again.

St. M's reserves the right to deny a booking, or cancel any bookings if it is discovered the building use to be other than stated and agreed.

St. M's reserves the right to cancel any bookings if the building is required as a polling station. The hirer will be reimbursed in full and be informed as soon as we are aware, but St. M's will not be liable for any other losses incurred by the hirer.

**\*Please note that if you are booking a wedding or an evening party additional terms, conditions and charges apply.**

## Damage

Any damage to the building or equipment will be billed at cost to the hirer. Any breakages or damage must be reported to the events manager (contact details at the bottom of the form.)

We ask that all hirers respect the sacred space of St. Michael's Church. The altar and raised area surrounding it are not to be used for any reason. Any damages or changes to the area may result in additional charges or the hirer not being able to hire the space in the future.

## Caretaking

The team at St. M's will

- Set up the hired area(s) as agreed on booking
- Greet the hirer on their first visit and ensure they are aware of the location of toilet facilities and kitchen equipment (if applicable)
- Make the hirer aware of emergency evacuation and fire procedures and have access to St. M's policies.

Emergency contact

Corinne Wincott - 07795 410 027

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