

**CONDITIONS OF HIRE**  
of the Church Hall at Christ Church, Shamley Green

1. Bookings will be confirmed after submission of a completed Booking Form, accompanied by the £15 Booking Fee.
2. Applicants must be over the age of 18 years and they must be present throughout the Hire period. Children's Parties in the Church Hall have appropriate furniture and toilet facilities. The Church Hall is not available for Parties for children over 12 years; or for Political Meetings. There is no wheelchair access to the Church Hall by external ramp, or to the toilets.  
  
Capacity: 65 persons seated, 80 standing. Furniture: Adult Tables (temporarily unavailable). 10 tables for children.  
Chairs: 65 plastic stacking chairs. 24 chairs for children. An upright piano. There are blinds on some windows but no full blackout.
3. The Church is open during daylight hours. Please feel free to go in for quiet prayer.  
If you wish to use the church formally, perhaps on a Quiet Day, please arrange this with the Vicar. 01483 892030
4. The Car Park is opposite the church on the brow of a hill. Please take great care when turning and crossing. It is advisable to appoint someone to supervise the car parking.
5. You are required to ensure that children and vulnerable adults are kept safe, by taking all reasonable steps to prevent injury or harm. Appropriate adult supervision should be provided. All applicants must be aware of Christ Church Shamley Green's Safeguarding Policy, which can be found in the church porch or on our website at [Shamley Green :: Safeguarding](#).
6. Smoking within the building is prohibited by law. Alcohol may be consumed, but may not be sold.
7. It is the responsibility of the Hirer to ensure that noise is kept to a minimum, especially but not exclusively at night, to avoid disturbing local residents.
8. The Hirer is responsible for all damage to the Building, its Interior Decoration, and its Contents and for breakages and/or losses during the Hire period. Nothing may be attached to walls. A deduction from the Security Deposit will be made as appropriate, and any excess costs will be met by the Hirer. **All damage and loss to the building and its contents must be reported to the Lettings Secretary or the Vicarage the same day.**
9. The premises hired will be in a clean and tidy condition and the Hirer agrees to leave them in a like condition at the end of each and every letting. A deduction will be made from the Security Deposit should the premises be left in a dirty condition. Cleaning utensils and products, including washing-up liquid, will be provided for the Hirer. Paper towels are provided, but not tea-towels. If crockery and cutlery are used they must be washed thoroughly in hot water and dried using clean tea-towels which are to be provided by the Hirer. The Hirer must provide his/her own rubbish bags and remove them at the end of the Hire. Saucepans are not provided.
10. Stacking Chairs are available in the main hall with extras in the walk-in cupboard off the kitchen. They should be restacked after use and any extras returned to the cupboard.
11. The Hirer must not touch the Central Heating Gas Boilers and Controls. If heating is required, this should be specified at the time of booking. If the thermostat in the main hall is altered, it should be returned to where it was set before the session.
12. When leaving the premises, the Hirer must ensure that all lights and kitchen appliances are switched off, including the fridge if used, the door of which should be left ajar. The water heaters in the kitchen and WC should be switched off (in the cupboards beneath the sinks). Kettles should be left empty and unplugged. Windows and blinds must be closed.
13. The Hirer must provide his/her own refreshments and not use any tea, coffee, sugar etc. which may be stored in the kitchen.
14. Dealing with accidents is the responsibility of the Hirer. Accidents must be recorded in the Accidents Book located in the kitchen where there is also a First Aid Box. If any items are used from the First Aid Box, this should be reported to the Lettings Secretary.
15. On the Hire date, the Hirer may obtain the Keys from the Lettings Secretary. 01483 893211.
16. The Hirer must ensure the Church Hall is locked after use and the keys returned to the Lettings Secretary. If any keys are lost, the security deposit will be retained by the church to cover the cost of replacement.
17. On leaving the Church Hall during the hours of darkness, if the button in the Church Hall porch is pressed prior to the lights being switched off, the churchyard path will be illuminated for a period of approximately 10 minutes, thus allowing the Hirer to turn off all lights and leave the premises safely.

**IN THE EVENT OF FIRE,** vacate the premises by the exit doors. **DO NOT PUT YOURSELF OR ANY OTHER PERSON IN DANGER.**

Dial 999, and in any case report to the Vicarage. If no reply from the Vicarage, contact one of the Churchwardens: Margaret Goodchild 01483 890773; Penny Hodgson 01483 898779.

**The Parochial Church Council** of Christ Church, Shamley Green (the PCC) reserves the right to retain the Security Deposit in full or part, should any of the Conditions of Hire be contravened. The PCC reserves the right to refuse any booking.

The PCC cannot accept any responsibility for any loss, damage or injury to any persons using the church's premises.