

CONDITIONS OF HIRE
of the Jubilee Room 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. The Jubilee Room is not available for Teenage Parties or for Political Meetings. The Jubilee Room is not available for Children's Parties, please use the Church Hall. There is wheelchair access to the Jubilee Room by external ramp, and to the toilet.

Capacities: 40 persons seated, 60 standing Furniture: Tables: seven, seating 6 each. Two lower ones for children.
Chairs: 30 upholstered in the octagon room; 12 upholstered in the lobby; 15 for children. There is no blackout facility.
3. The Church is open during daylight hours. Please feel free to go in for quiet prayer. If you wish to use the church, perhaps on a Quiet Day, please arrange this with the Vicar.
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. If the Jubilee Room lobby is not used, right of access to the toilet is reserved for people who may be working in the church.
6. 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](#).
7. Smoking within the building is prohibited by law. Alcohol may be consumed, but may not be sold.
8. 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.
9. 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.**
10. 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. Instructions booklets for the cooker are in the drawer beside the cooker. Saucepans are not provided.
11. If heating is required, the instructions on the boiler in the WC should be followed to switch the heating on and off; to control the temperature, the thermostat located by the kitchen may be turned up or down but must be left set at 17 at the end of the Hire; the setting on individual radiators must not be altered.
12. When leaving the premises, the Hirer must ensure that all lights, and kitchen appliances are switched off, with the exception of the fridge. The kettle and water heater must be left empty. Windows 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 with the First Aid Box on the shelf to the right of Octagon Room door. 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 Jubilee Room is locked after use including the individual kitchen and Octagon Room doors 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 Jubilee Room during the hours of darkness, there is an external button to the left of the church porch door which when pressed illuminates the churchyard path for a period of approximately 10 minutes, thus allowing the Hirer to turn off all lights and leave the premises safely. The outdoor light switch in the Jubilee Room (third in the row of switches to the right of the external door) must be switched off before activating this switch.

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.