ROOM BOOKING INFORMATION

ST BARNABAS CHURCH

st barnabas cambridge stbs

ROOM BOOKING INFORMATION

Thank you for choosing St Barnabas Church to hold your event. If you have any questions about your booking or need to make any changes please email: bookings@stbs.org.uk or call the office 01223 519526.

Please note:

- Full payment is due within 7 working days of receiving your invoice. Usually sent out the week after your event.

On the day of your event:

- St Barnabas Church is a non-smoking venue including all outside areas. It is important that those using the building are aware of the fire safety procedures relating to the rooms hired, please ensure that the key contact person is aware of these procedures.
- To ensure your own safety and security and that of all those using the building during your booking, please ensure all external doors leading to Mill Road are kept shut, preferably locked, to discourage intruders.

BACS DETAILS

Account Name: ST BARNABAS CHURCH

Bank Sort Code: 40-52-40

Account No.: 00016420

Bank: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

TERMS & CONDITIONS OF HIRE

1) HIRERS

1.1) You must be aged eighteen or over before we will consider your application to hire the premises.

1.2) The building must not be used for any purpose other than that stated on the application for hire, which use must be in keeping with the Church's Access and Amenity Policy. No unlawful activity may be conducted on the Premises.

2) ROOM HIRE CHARGES

2.1) The hiring fee is calculated from when the Premises are first occupied and last vacated by you, and not from when the event begins and ends. Only in a case of emergency will access be granted to the Premises before the agreed time. Any persons/group found to have extended their booking without prior notice or agreement from the Operations Manager will be liable to an additional room hire fee based on the relevant hourly rate.

2.2) Hire of the Premises will be confirmed in writing following a successful enquiry and will not be deemed secure until the 25% booking fee has been received.

2.3) No refund will be given in respect of any reduction in your room requirements once your booking has commenced unless the Operations Manager in his or her absolute discretion considers it reasonable to do so. The decision of the Operations Manager will be final and binding. Any additional requirements not previously quoted for will only be provided by agreement with the Operations Manager, and will be subject to the relevant charges.

2.4) A member of our Facilities Team is required to be on site for the full duration of all bookings in the Main Church Building which are outside our normal office hours. An hourly charge will be added to your booking to cover the cost of providing the Facilities Team member.

3) PERIOD OF HIRE

3.1) You must keep strictly to the period of hire specified in your application form. You must indemnify us against any claim or loss arising from your failure to:

1. vacate the premises at the agreed time; or
2. leave them in a fit state for use at the end of the hiring.

3.2) All evening meetings or events must end at 10.30 p.m. or such earlier time as the Operations Manager may specify unless extended with our express written permission. Nobody may be admitted or re-admitted to an event in St Barnabas Church or the St Barnabas Centre after 10.30 p.m. No events open to the public may begin before 9.00 am.

4) CANCELLATION TERMS

4.1) Bookings may be cancelled six months or more prior to the event without charge.

4.2) 25% of the hiring fee will be taken to cover any cancellation of confirmed bookings made less than six months but more than 28 days notice.

4.3) 50% of the hiring fee will be charged to cover any cancellation made with less than 28 but more than 14 days notice.

4.4) 100% of the hiring fee will be charged where any cancellation is made with 14 days or less notice.

4.5) If any substitute booking of the premises is subsequently secured for all or part of the cancelled date, the cancellation fee charged shall be reduced by the hiring fee received for the substitute booking, subject always to the minimum charge of 25% of your hiring fee.

4.6) The Operations Manager retains the right in his or her absolute discretion to refuse a request for or to terminate any current or future booking where these Terms and Conditions have been breached by you in respect of any booking or

where the operation or reputation of St Barnabas Church and its buildings have been damaged due to your actions or those admitted to the premises by you. We will not be responsible for any loss or inconvenience which may be sustained by such termination in these circumstances.

5) PAYMENT

5.1) If the total due for the booking is under £200: The full hiring fee shall be payable on acceptance of your application to hire, to secure the booking. No booking shall be confirmed until this fee shall have been settled in full. 5.2a) If the total due for the booking is over £200: A deposit being 25% of the hiring fee shall be payable on acceptance of your application to hire, to secure the booking. No booking shall be confirmed until this deposit shall have been received. 5.2b) An invoice will be sent out for the remaining balance of the hiring fee in the week following Your event.

5.3) Payment of all invoices is due within seven days.

5.4) Please pay either by bank transfer and inform us of this payment by telephone or e-mail (*office@stbs.org.uk*), or send a cheque payable to St Barnabas Church. Our Bank details are:

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Bank: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

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5.5) Any invoice that is not settled within seven days of the completion of the booking will be liable to either a £10 charge or 2% of the total which ever is the greater.

6) APPOINTMENT AND DUTIES OF COORDINATOR

6.1) You must nominate someone aged eighteen or over who will be present at your event to act as Coordinator and to liaise with the Operations Manager. The Coordinator will receive fire instructions and will act as the contact person should any problems arise on either side. He or she will confirm final arrangements on arrival and authorise any additional charges etc. before the end of the booking. He or she will also have read and be in possession of the "Terms and Conditions of Hire" and will be responsible for ensuring all conditions are met and that all those involved in the hiring have been made aware of these conditions and all relevant requirements with regard to the use and management of the Premises, particularly as regards health and safety, security and fire precautions. The Coordinator must countersign the booking application form and acknowledge that he or she is responsible for ensuring the terms and conditions of hire are complied with.

6.2) The Coordinator must always be present whenever members of the public are on the premises.

6.3) The Coordinator must not be engaged in duties which prevent him or her from exercising general supervision of the hiring arrangements.

6.4) Whenever members of the public are on the premises, a staff of at least two competent adult attendants must be present unless we tell you differently in writing. These attendants must have been instructed as to their duties in the event of a fire or a panic.

6.5) Where children are present at a gathering, you are responsible for ensuring that a sufficient number of adult attendants are stationed wherever necessary to take reasonable precautions for the children's safety, and for compliance with the requirements of all relevant Child Protection legislation.

7) CONDUCT OF EVENTS

7.1) You are responsible for the Premises for your period of hire, and you must do

your best to maintain good order and decent behaviour by persons in the Premises during the hours of the hiring. Events must be conducted decently, soberly and in an orderly manner. You must take all due precautions for the safety of the public, and any other person on the premises or in the building. You must retain control over all parts of the premises you hire, subject to Condition 7.2. 7.2) We reserve the right to provide additional staff cover at the hirer's expense if once the booking has commenced circumstances are such that either the security or the smooth running of the Church is jeopardised. This additional staffing will be charged at £15 an hour. The Operations Manager or other Church Officer may in their absolute discretion enter the premises at any time during the period of hire. You will comply with any reasonable instructions given by us in relation to the running of any event or the use of the premises. We reserve the right to refuse admission to any person, or to assume supervision of or terminate any event if we have a reasonable concern that there is a risk of damage to the Premises or equipment, breach of any legislative requirement or that health and safety or good order will not be maintained,

7.3) No posters, boards, signs, flags or other emblems or advertisements are to be displayed inside or outside any part of the Premises without the prior consent of the Operations Manager.

8) ASSIGNMENT OR/AND SUB-LETTING

8.1) Without our consent you must not:

1. a) assign this Agreement for Hiring; or b) sub-let any or all of the premises

9) RESPONSIBILITY FOR INJURY OR DAMAGE

9.1) We are liable without limit for personal injury or death caused by our negligence and for fraud or fraudulent misrepresentation.

9.2) Subject to Condition 9.1, we will not be liable for indirect or consequential loss

(loss that was not reasonably foreseeable to both of us when you signed the application for Hire).

9.3) Our total liability under or connection with the contract of whatsoever nature and howsoever arising shall be limited to the total Charges paid us for the hire of the Premises, or £1000, whichever is less.

9.4) You must notify us immediately of any injury occasioned to any person on the premises or of any damage caused to the Building, premises or any part thereof or to any articles or contents within the Building or premises or any part thereof during the hiring or your control of the premises.

9.5) The Operations Manager reserves the right to request a returnable damage deposit if there is a risk of either any equipment hired or the fabric and furnishings of the building being damaged.

9.6) We will not be liable for any loss due to breakdown of machinery, failure of supply of electricity, industrial action, leakage of water, fire, government restriction, or act beyond our reasonable control which may cause the Premises to be temporarily closed or the booking to be interrupted or cancelled.

9.7) We give no warranty that the Premises are legally or physically fit for any specific purpose, even if made known to us beforehand.

9.8) You are responsible for all property and belongings brought on to the Premises in relation to your event.

9.9) You are responsible for all damage caused during your period of hire.

10) PUBLIC LIABILITY INSURANCE

10.1) We reserve the right to require you to have in force throughout the Period of hire (and produce evidence on request of) public liability insurance effected with a reputable insurance company for a sum of not less than £2,000,000.

11) CONDITIONS OF PREMISES AT TERMINATION OF HIRING

11.1) You must remove everything belonging to you or brought in by you for the purpose of the hiring at the end of each period of hire, unless otherwise agreed with the Operations Manager. At the end of each period of hire, you shall be responsible for leaving the Premises and surroundings in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions with Our consent properly replaced, otherwise we reserve the right to make an additional charge.

12) SECURITY

12.1) Those hiring the church are required to co-operate with the St Barnabas staff in maintaining the security of the main church building during office hours, and are solely responsible for maintaining the security of the church building when hiring it at other times. Those hiring the St Barnabas Centre, which has a separate street entrance to the main church building, are responsible at all times for their own security and that of the Centre, and for cooperating in preventing unknown visitors gaining access to the main church building from the direction of the St Barnabas Centre.

12.2) The hirer is responsible for ensuring that all windows and doors are secured and lights turned off following the completion of their booking each day.

13) OUR RIGHT TO CANCEL THE HIRING

13.1) In extraordinary circumstances we reserve the right to cancel the Agreement for Hiring at any time if the premises are needed for purposes of St Barnabas Church not contemplated at the time of hiring.

13.2) Our decision to cancel in such circumstances is final. Any deposit paid will then be returned to you, and you agree to accept it in full and final settlement of all claims, costs, losses and damages that you might otherwise have against us arising

from the cancellation.

14) LICENCES

14.1) You will be solely responsible for obtaining such licences as may be needed for public entertainment, from the Performing Rights Society, Photographic Performance Limited, the Local Authority or otherwise and for the observance of the same. Any licence required under the Licensing Act 2003 for the purposes of the Hiring must be delivered to us for inspection at least seven days before the period of hire commences and its terms strictly complied with. No sale of alcoholic liquor or gambling may take place on the Premises.

14.2) You shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise.

14.3) We do not hold a Premises Licence under the Licensing Act 2003 in respect of St Barnabas Church or the St Barnabas Centre .

15) MAXIMUM CAPACITY

15.1) The maximum number of persons permitted on the Premises must be strictly observed. You shall keep a record of the number of persons admitted.

15.2) The maximum numbers permitted in the Main Church Building is:

Main Church 350

The Square 75

Upper Hall 75

Meeting Room 10

15.3) The maximum number of persons permitted in the St Barnabas Centre is:

Lounge 15

Main Hall 100

15.4) For other uses, or for joint use of the rooms, we will specify permitted numbers after considering advice from the Fire Authority and Police. We will give you written details of the limitations which apply in relation to the use you require.

16) PROHIBITIONS

16.1) Neither you nor anyone invited to the premises by you or your agents must:

1. store or allow to accumulate rubbish or unused materials in any part of the premises;
2. conceal from view, or obstruct access to, any firefighting equipment;
3. give performances involving danger to the public;
4. bring any explosive, toxic, hazardous or highly flammable substance into the premises without our prior written consent;
5. use laser, stroboscopic lighting, smoke vapour or water vapours;
6. use cylinders for the storage of air or other gases or liquids under pressure except with our written consent. You must give at least twelve days notice in writing of any proposal to use such things; g) use gas filled balloons for any purpose;
7. use real flame in an entertainment;
8. smoke in or on any part of the premises or building or within twenty metres of the Building on Mill Road (including for the avoidance of doubt the toilets, outside courtyards or staircases).

17) SCHOOLS

Where the hirer is a school or educational institute the hire of the Premises must begin at least 30 minutes before the start of any session and adequate supervision

provided so that those students who may arrive early before classes or examinations have a safe waiting area. If the school or educational institute does not book this extra time and problems arise due to students wishing to gain access before classes or examinations or due to them congregating outside the premises for any length of time then a financial penalty of £100 will be made in addition to the hourly hire rate.

18) FIRE PRECAUTIONS

18.1) You acknowledge that you have received and you will ensure that the Co-Coordinator will receive clear instructions on his or her arrival at the premises and will have communicated clearly to the attendants the following matters:

1. a) the action to be taken in event of fire. This includes calling the fire brigade and evacuating the building. b) the location and use of fire equipment.
2. escape routes and the need to keep them clear.
3. method of operation of escape door fastenings.
4. appreciation of the importance of any fire doors and of closing all fire doors at the time of fire.
    - We hold regular fire drills and practices and reserve the right to stage simulated evacuations of the building during office hours when the building is in use by outside groups. If such drill or practice would seriously disrupt Your event this must be brought to Our attention when You make Your booking. Subject to Our statutory obligations and/or the directions of any Fire Officer We will endeavour to avoid such drills or practices occurring during Your event.
    - In advance of admitting members of the public You will check the following items:
5. that all fire exits are unlocked and panic bolts in working order.
6. that all escape routes are free of obstruction and can safely be used.
7. that any fire doors are not wedged open.
8. that exit signs are illuminated.

9. that there are no obvious fire hazards on the premises.

18.4) You must keep every gangway, corridor, passage, lobby, staircase or other designated exit route free at all times from chairs or other obstructions. All entry and exit doors must be unfastened while the public are in the premises.

19) NUISANCE

19.1) You must ensure that noise coming from the Premises does not cause a nuisance or disturbance to people in the neighbourhood. You and your attendants must ensure that people leave the premises in an orderly manner.

19.2) We may, at our discretion, impose specific maximum sound pressure levels. There should be no noise from the premises after 10.30pm.

20) ELECTRICAL EQUIPMENT

20.1) No lighting, heating, power, audio-visual or other electrical fittings or appliances on the Premise are to be altered, moved, or in any way interfered with.

20.2) Temporary electrical installations and electrical apparatus may only be installed with our prior written approval in accordance with the Institute of Electrical Engineer's Regulations. They must always be installed by a competent electrician. All such apparatus must have been checked within six months prior to the hiring by a Member of the Institute of Electrical Engineers and the Certificate of such inspection produced to Us before the day of the hiring. The temporary electrical installations must be cut off from the permanent installations immediately after each occasion on which they are used. They must be entirely removed as soon as the need for them has finished.

21) Sale of Goods

Goods must not be sold in the premises without our written consent.

22) DAMAGE TO THE FABRIC OF THE BUILDING OR FITTINGS

22.1) You must not drive nails, tacks, drawing pins, screws or similar things into the walls, doors, floors, woodwork or any part of the structure, nor use adhesive tape, blue tack, sticky tape or any similar fixing agent to fix decorations.

22.2) All decorations must be agreed with the Operations Manager beforehand and must not be fixed to any part of the permanent structure without prior agreement in writing.

22.3) You must take every care to avoid damaging the paintwork/wallpaper etc.

22.4) You must pay the cost of making good any damage to the paintwork, buildings, fittings, furniture or other property arising during the period of hiring.

22.5) No animals may be brought on to the Premises (other than working dogs) without the prior written consent of the Operations Manager.

23) Confetti

Confetti or similar substances may only be used outside the front of the Church building.

24) BROADCASTING, RECORDING OR FILMING

You shall not grant broadcasting, recording or filming rights to the Premises without the prior consent of the Operations Manager.

25) DEFINITIONS

In these Conditions:

- "Premises" refers to the accommodation available for hire at St Barnabas Church.
- "We", "Our" and "Us" refer to St. Barnabas Parochial Church Council acting through the Vicar, the Church Wardens and its Church Officers or any of them.

- "You" and "Your" refer to the Hirer of the Premises or part thereof as the context so allows.
- "Building" means the whole of the Premises situated and known as St Barnabas Church, and St Barnabas Centre, Mill Road.
- "Main Church Building" includes the Main Church, The Square, the Meeting Room, the Upper Hall and the Church Kitchen