



St. Andrew's

# **St Andrew's Church Hire Information Terms and Conditions**



St Andrews Church  
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Bucks  
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01494 529668

## **1. Welcome**

Here at St Andrew's Church we have lots of space and great facilities. In this guide you will find information to help with your booking, as well as terms and conditions of the use of our premises and facilities. They are for your benefit, information and safety, and must be adhered to as part of the hire agreement.

## **2. Our vision for our building**

The premises are for the use of groups from St Andrew's Church and the promotion of Christian activity and education generally, together with other uses for physical, social, moral and spiritual benefit to the local community, as well as for community use.

## **3. Facilities**

We have good facilities for meetings, events and children's parties. We already have a wide variety of groups who use the church on a regular basis. We have foldaway tables and chairs available for use. Please speak to the church office to discuss any specific requirements. A full catering kitchen is available for rent. Toilets for men and women, including facilities for the disabled are accessible within the building. Access to the Premises is suitable for wheelchair users. Please note that no ball games are allowed.

## **4. Making a Booking**

a. Call the office to check your preferred date and talk about whether we can provide you with the space and equipment that you require.

b. Complete our booking form and send it into the church office, with a £25 deposit (or half the booking fee if the total fee is less than £25), at least four weeks before the date of the booking. Early application increases the possibility of the premises being free. Your booking needs to include set up and clear up time.

c. Once we receive your booking form and deposit we will contact you to confirm the booking and arrange further details.

We have lots of regular activities in the church so please be aware that these take priority over external or one off bookings.

## **5. Successful bookings**

Each decision is considered on its own merits. The decision of St Andrew's Church is final, and no reasons need be given for acceptance or rejection of any application. St Andrew's Church has absolute discretion to accept or refuse any application for hiring the premises and may cancel or revoke any such application at any time without explanation. St Andrew's Church representatives shall have free access to the premises at any time during the hiring. Please note, we only take bookings for children's parties up to the age of 11.

## **6. Withdrawal of permission**

When an application has been granted for a regular, or series, use of the facilities, the permission is subject to withdrawal if the user fails to keep to the terms and conditions. The Church reserves the right to prohibit the use of any of the facilities at any time if, in its opinion, the facilities are unfit for use.

## **7. Regular bookings**

We are happy to take regular bookings and will discuss a discount accordingly. The agreement for a regular booking is for a minimum of one year. It is the responsibility of the hirer to contact the church office to inform them if they no longer require the booking. If contact is not made we will assume that your booking will continue as normal.

A month's notice is required if the hirer decides to end the booking. A month's notice will also be given by St Andrew's church if we need to withdraw your booking. When making a regular booking, St Andrew's Church will require one month's payment in advance.

## **8. Public Liability Insurance**

The church does not have public liability insurance against claims of personal liability or damage caused through negligence during a hiring event. We recommend that you obtain such insurance before using these premises. Organisations will probably have such insurance already and individuals may be covered under their household insurance.

Regular bookings will require their own public liability insurance, which will need to be shown to the church office when applying for the booking.

Furthermore, organisations are responsible for conducting their own **Risk Assessments** before using the premises. A template Risk Assessment form can be obtained from the Church Office.

## **9. Hirer's responsibility**

Hirings can only be considered from people who are at least 21 years old. The person making the booking is expected to be responsible for all negotiations and arrangements with the church. Hirers are responsible for people entering and leaving the premises during their booking.

## **Drinks are not permitted in the worship area.**

The hirer or their representative (named on the booking form/hall hire agreement) must be present throughout the booking. The hirer will not use the premises for any purpose other than stated on their booking form/agreement.

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them. Any accidents which do result in an injury must be reported to the church office within 24 hours of the event.

## **10. Changes of booking requirements**

Please inform the office of any changes to your booking requirements as soon as possible, and at least 3 days before your booking. (The office is staffed from 9.30am to 4pm, weekdays, excluding Wednesdays). If at least 3 weeks' notice are given in writing to the church office, then half the hire fee will be refunded should you wish to cancel. Final details and timings must be confirmed with the church office no less than 7 days before the event.

## **11. Cost**

All bookings must be paid in full before the event. **A damage deposit of £100 in addition to the full hire fee** is payable 24 hours before your event (or on Friday if the event is on a Sunday). This deposit will be returned after the hire if no additional charges are made to cover damage, breakage or special cleaning, and provided the keys are returned to the Church Office.

Regular hirers hiring the hall under an annual Agreement will be invoiced monthly and the charges will be listed in that Agreement. Payment within 14 days is requested.

## **12. Keys**

Keys must be signed for on collection from the church office (before 1pm on the morning of the hiring, or in the case of weekend bookings – on the Friday morning) and are the responsibility of the hirer. Any loss must be reported in the first instance to the emergency

contacts named on the last page or the church office, and a charge for replacement keys/locks will be made.

Keys will be collected by the caretaker at the end of your booking or arrangement must be made to return keys to the church office. Non-return will result in forfeit of the £100 deposit. Regular users who are issued with their own key will be required to pay a deposit of £15 for their key.

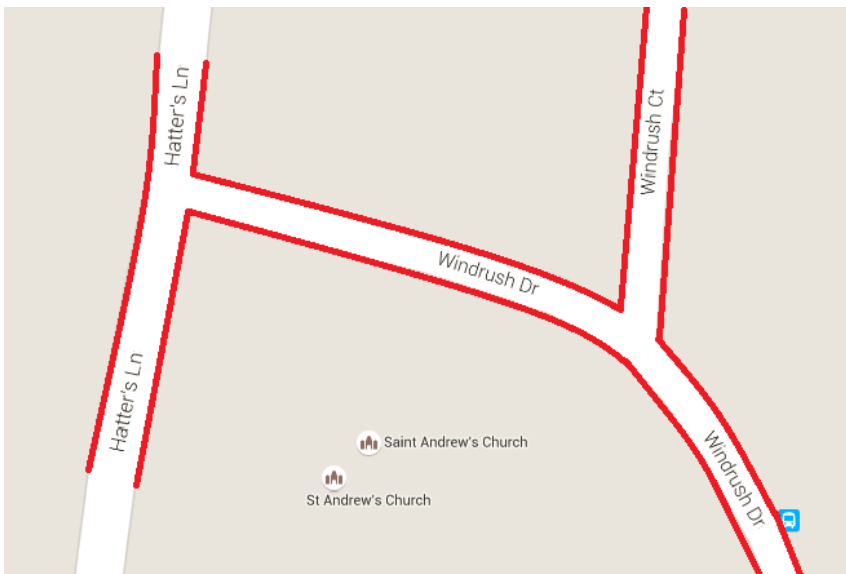
## **Your responsibilities during your booking**

### **13. Neighbours and noise**

The Church seeks at all times to ensure considerate behaviour towards our neighbours. Users of the premises are expected to follow this policy and in particular hirers are requested to control noise levels both within the building and outside. Hirers have a responsibility to ensure that people behave in an orderly and considerate manner at all times.

### **14. Car Parking**

There is parking in our church car park. We have approximately 30 parking spaces, of which 5 are marked as disabled bays. Please use this car park in preference to parking on the street. The church operates a positive "considerate parking" policy towards its neighbours and seeks the co-operation of users in promoting this to people likely to be attending functions. If you are found to be parking inconsiderately then you may lose your deposit and risk being unable to book our premises in the future. If you require additional parking please discuss with the church office. We can make arrangements with Highcrest School. You will see on the map below the areas highlighted in red where we would advise you avoid parking. This is particularly due to narrow roads, resident car parking, neighbours' drives, and access for buses, dustbin lorries and emergency vehicles.



### **15. Alcohol & Gambling**

The premises are not licensed. If alcohol is to be consumed during the hire, the hirer is responsible for obtaining any necessary licence. Without the relevant licence alcoholic drinks may **not** be sold or purchased; neither may a "donation" be offered or accepted. Alcohol may be served only to guests for moderate consumption within the confines of the buildings.

Proposed use of alcoholic drinks must be indicated on the "Application for Use" form in order that the granting of specific prior approval may be considered.

For more information on licensing go to [www.wycombe.gov.uk](http://www.wycombe.gov.uk). Gambling is not permitted in any part of the building.

### **16. Telephones**

There is no public telephone in the building. It is useful to have a mobile phone available within your group.

## **17. Disabled access**

Wheelchair access to the church building is possible and there are toilet facilities for wheelchair users. There is not disabled access for St Andrew's House.

## **18. Music and Audio Visual Equipment**

All music must stop at 11.00pm. Please be sensitive to our neighbours with regard to volume. Musical or AV equipment must only be used if permission has been given as part of your booking. The AV desk is only to be used by an authorised person from the church. If you require AV please indicate this on your booking form so we can discuss your requirements and charges. Please be aware that your booking fee does not include the use of any musical or AV equipment and this will be charged separately.

## **19. Damages**

The hirer, during the period of hire shall be responsible for supervision and security on the premises, protection of fabric and contents from damage. If any damage is done to the premises or equipment during your occupancy, please report it to the caretaker. Please be aware that the blue soundproof boards on the walls in the Hickman Hall are expensive to replace, so please ensure they are looked after.

The hirer shall pay for any damage or breakage to fixtures and fittings on the premises during their hire period. This includes all entrances, grounds and car park. No decorations or other material should be fixed to the walls, ceiling, or doors without the express permission of St Andrew's Church office.

## **Health and Safety**

**Our Health and Safety Policy is available on our [website](#). Please ensure you read this. All hirers are required to confirm in writing that they have read the policy and agree to adhere to the principles within it.**

## **20. Limits on numbers**

In the interest of safety, there are restrictions on the numbers permitted at different types of functions in the various parts of the building. The nature of the function requires, therefore, full disclosure on the application form at the time of booking. Failure in declaration may leave the event open to cancellation or abandonment at any time at the discretion of St Andrew's.

## **21. Safeguarding**

At all times there must be an appropriate number of adults present for supervision of children. You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any loss, damage or harm. We would expect compliance with current safeguarding legislation.

## **22. Electrical appliances**

No electrical appliance or outlet may be altered, modified or tampered with in any way. All electrical appliances brought into the building must be PAT tested (contact details of recognised electrician can be given on application to the Church Office). Portable gas appliances or other equipment involving the use of a naked flame is not permitted.

## **23. First Aid**

A First Aid Kit is available in the kitchens of the church and St Andrew's House, the Hickman hall servery and the church office. Hirers are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event. A book is provided for this purpose and this is located with the First Aid kits.

## 24. Fire

Fire Exits and exit routes are signed. At the beginning of each event please ensure that all occupants identify the exit routes in the event of fire. No inflammable solvents or other hazardous materials or equipment may be used on the premises. No smoke machines are allowed to be used (e.g. during disco's) as these will set off the smoke alarms. The hirer is responsible for safety and security during the hire and must ensure all exits are kept clear. The fire brigade must be called to any outbreak of fire however slight and the incident reported to the emergency contact (on the back page). **Please familiarise yourself with where extinguishers, fire blankets and exits are before your event.** Please be aware that there are stairs from the fire exit at the end of the Hickman Hall up to the car park, as well as stairs from the fire exit in the worship area next to stage down to St Andrew's House garden. If the hall or worship area need evacuating via these doors then people with restricted mobility will need to be assisted to safety.

## 25. Food Hygiene

When hiring the kitchen it is the Hirer's responsibility to ensure that persons are covered by and comply with the food safety standards when using the kitchen. If the dishwasher is used, careful note must be made regarding its correct operation.

### **At the end of your booking**

You will be provided with a checklist to ensure the premises are left as you found them. This includes:

## 26. Waste and rubbish disposal

**You will need to provide your own rubbish sacks.** Food waste and all other rubbish should be placed securely in plastic sacks and **removed from the premises at the end of the function.**

**Please note** that St Andrew's Church does **not** have a facility to remove your rubbish for you. Church dustbins should not be used as these will fill quickly & the council will not remove extra rubbish sacks. Thank you for your co-operation in this matter.

## 27. Cleaning and set up

The premises should be clean and tidy when you arrive (if this is not the case please contact the church office). Please ensure they are clean when you leave. Cleaning equipment is available:

Church - Upstairs	Cupboard by the disabled toilet
Hickman Hall	Cupboard next to the ladies toilets
St Andrews House	Cupboard under the stairs

## 28. Loss of Property

St Andrew's Church cannot accept responsibility for loss or damage to personal property on the premises. However, lost property will be held at the Hirer's risk by the Church Office for a period of two weeks after the end of a booked event and can be claimed within this period, after which it may be disposed of.

## 29. Suitability of Building and Licence

The Hirer shall be responsible for ensuring that the premises are suitable for the intended use and for obtaining any licences or permissions required and paying any fees or royalties due in connection with the event.

## 30. Films, Photographs, Videos

The Hirer shall inform St Andrew's Church in writing of the title and content of any films or videos to be shown in the premises no later than 2 weeks before the event.

St Andrew's Church reserves the right to prohibit at any time before or after the event has started the showing of any film or video or the display of any photograph in the premises. No commercial photography is permitted without the permission of St Andrew's Church.

**Emergency contacts**

For any urgent issues relating to building maintenance (flooding, lights/doors not working, broken fixtures, issues with appliances), please inform Bob Cook (Maintenance Manager) on 07488279296.

If you require any urgent help during your hire, or to report any emergencies, please contact Liezl de Wouters (Operations Manager) on 07742565491, or phone 01494 529 668 during office hours.

Church Office: 01494 529 668

Alternatively, if you aren't able to get hold of anyone on the above numbers you can contact one of our Church Wardens: 07738044293 (Dave Chapman) or 07933075153 (Karen Muzine-John)

THANK YOU FOR TAKING THE TIME TO READ THIS INFORMATION. DESPITE ALL THESE (NECESSARY) RULES AND REGULATIONS, WE HOPE YOU ENJOY YOUR EVENT HERE AND FIND THE CHURCH TO BE WELCOMING!