

CHRISTCHURCH ABBEYDALE: BOOKINGS TERMS AND CONDITIONS

We have a number of rooms available for use in our comfortable and modern Church. We are ideally situated in the heart of the community (opposite Morrisons).

FACILITIES AVAILABLE:

- Main church area which can seat 180 with sound system, hearing loop and piano.
- Two smaller rooms at the back of the church that can seat 20 each or, if the sliding door is opened, an L shaped room providing seating for up to 40.
- A small but fully equipped kitchen
- Car park with sufficient space for 30-40 cars (double parked if necessary); parking is at owners' risk.
- Disabled access and disabled toilet.
- The AV display system (with three 47" LCD display screens) may be booked, but it will be subject to the availability of one of our AV operators and will incur an extra charge of £20 payable to the operator.

CHARGES:

With effect from 1st January 2022, the Church Council has approved the following fixed charges for all users:

- Main church area - £15 per hour;
- Main church area plus use of kitchen - £15 per hour plus an additional £5 per session;
- Main church area and kitchen - £50 for half a day & £100 for a full day;
- Back rooms - £10 per hour;
- Back rooms plus use of kitchen - £10 per hour plus an additional £5 per session;
- Back rooms and kitchen - £40 for a half day & £80 for a full day.
(A 'half day' is classed as up to 4 hours, a 'full day' up to 8 hours)

PLEASE READ THE FOLLOWING:

- The person making the booking (the 'user') will be responsible for the adherence to these Terms and Conditions.
- Any Health and Safety related incidents MUST be reported immediately to the Bookings Officer.
- It is the responsibility of the 'user' to ensure that the Health and Safety code is adhered to regarding the preparation, cooking and storage of food.
- Alcohol may be used as part of an event at Christchurch - for example, wine with a meal, a toast at a celebration and similar usages. The sale of alcohol is not permitted. It is the user's responsibility to check licensing regulations, obtain any licences required and ensure the responsible use of alcohol by persons using the facilities.
- No drugs or gambling are allowed on the premises. The dealing or use of controlled drugs on the premises will result in a lifetime ban.
- Fire exits are to be located and kept clear at all times.
- Premises must be left as found. It is the responsibility of the 'user' to remove all rubbish (including food waste).
- Breakages and damage to the furniture or to the building must be reported to the Bookings Officer. Repairs must be paid for.

- The building must be vacated by 10 p.m. at the latest.
- Noise levels must be kept to a minimum, especially at 10 p.m., as we have close and vulnerable neighbours. Particular care is required on leaving the building in this context.
- The Church Safeguarding Policy is displayed on the notice board inside the main entrance and must be adhered to. Any incidents MUST be reported immediately to the Bookings Officer or directly to the Church Safeguarding Officer (details on the noticeboard). Users will be required to complete an appropriate Safeguarding Form when so requested by the Bookings Officer.
- A First Aid Box is located in the Entrance Vestibule. Any incidents requiring first aid MUST be recorded in the Incident Book contained therein.
- No animals, except assistance dogs (e.g. guide dogs), are allowed on church premises.
- In the case of regular users who book the premises for non-sedentary activities, the Bookings Officer will require confirmation that insurance is in place to cover any legal liabilities that may arise from activities on the Christchurch site.
- Regular bookings will be reviewed periodically and Christchurch reserves the right to terminate any regular booking with a period of six months' notice normally being given. Those booking our facilities on a regular basis are also asked to appreciate that the church's own events and activities take priority over any external bookings, although we will do everything possible to resolve clashes and will seek to give as much advance notice as possible.
- For bookings relating to parties a returnable security deposit of £50 will be required in advance. This deposit is fully returnable provided that the building is left clean and tidy (as found), waste has been removed and no damage to the contents of the building has occurred.

June 2021