



St. Andrew's Church

ST ANDREWS CHURCH CENTRE, FERRING

Terms and Conditions

In the interests of all, users of the Centre will be responsible for observing the following terms and conditions:

It is the responsibility of the hirer to ensure that they carry sufficient insurance cover, including third party liability. The hirer will accept responsibility for any damage to the premises and its equipment, and for any claim involving injury to persons, except where it is deemed as negligence on the part of St Andrews Church Centre.

Hirers shall satisfy themselves that the facilities for hire are suitable for their purposes. There is a kitchen available for use, with food making facilities, at a small additional cost to that of hiring the Centre.

A Church Centre key will be provided for the period of hire, which is to be collected from and returned to the vicarage (19 Grange Park), unless agreed otherwise at the time of booking. The key must be returned within 24hrs of the end of the hire period.

BOOKINGS - All enquiries, bookings and cancellations to be made via email:

standrewsferringbookings@gmail.com

Time for setting up and clearing away must be included within the period of hire, i.e. the hourly rate for hire applies from the time of arrival to the time of departure.

HALL - Tables and chairs are available for use and must be left clean and safely stacked in their storage places. The floor must be left clean. **A vacuum cleaner is stored in the large storage cupboard located behind the curtain at the south-east end of the hall.**

KITCHEN – Glass tumblers, crockery and cutlery are available for all to use. Other equipment in the kitchen is the property of individual users and is NOT for general use. Please supply your own washing-up liquid, tea towels etc. The kitchen must be left clean, tidy and free from all rubbish. Dustbins are provided in the passage outside the church vestry. If the oven is used, this must be left clean. Should you require wine glasses, please state at time of booking and these will be made available. **All appliances must be turned off before leaving the Centre.**



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GENERAL - No fixings to be used on the walls or any part of the premises. The sale of alcohol is not permitted. Before leaving the Centre, please ensure all lights are switched off, all windows (including toilets) are closed, check toilets are left clean and tidy. All internal doors should be closed and all external doors locked. **Please leave the Centre quietly at night so as to not disturb our neighbours.**

PAYMENT - Booking fees are payable on receipt of an invoice. One off bookings will be confirmed and an invoice sent. The fee for hiring is to be paid in full at least 14 days prior to the date of hire. Regular users are invoiced every three months, unless agreed otherwise by St Andrews Church and we ask that these are paid within 14 days of receipt. We reserve the right to invoice for any loss or damage to the Centre and its facilities.

CANCELLATION CHARGES – We ask for as much notice as possible for any cancellation of bookings. Cancellations made within one week of booking = 25% of hire charge payable. Cancellations made within 48hrs of booking = 100% of hire charge payable. Please note: Cancellation terms and charges apply to both single use and regular hirers.