

Cowley St John Parochial Church Council

Notes about booking the venues

1. Your booking time must include set up and set down times. Do not assume there will be time either side of your booking for this. If you use the venue before and after your booking times you will incur extra charges.
2. The booking fee is payable in advance for one-off bookings. Regular bookings will be invoiced monthly.

3. BACS is the preferred payment method. Please make BACS payment to
The Co-Operative Bank Sort Code: 08-92-99 Account No: 67325896
Business Acc. Cowley St John PCC
(Please quote your surname or organisation's name and the Invoice number as the reference if paying by this method)

Cheques should be made payable to: **Cowley St John PCC**
and delivered to The Reverend Martha Weatherill, 271 Cowley Road, Oxford OX4 2AJ

4. Details of how to access halls will be given on receipt of payment. It is the responsibility of the hirer to make sure s/he understands the access details before the event. (In the event of a problem accessing the Key Box at St Alban's Hall, please text Susanna – in the first instance - on 07588514650)
5. All keys must remain on site for the entire hire period and be returned to the relevant key box or designated place at the end of the booking. Please do not take the key(s) with you. There is a £25 fine if the key is not replaced.
6. You must leave the hall/church as you find it. (i.e. clean, clear and ready for the next user) and all rubbish you generate must be removed). Cleaning equipment will be left out for this.
7. Cancellations for weekly hirers:

2 weeks or more before	Full refund
1 week before	Half refund
Less than 1 week	No refund
8. Regular hirers are asked to request bookings with as much notice as possible. Do not assume that a regular slot will be reserved for you if you do not request it. We do not undertake to check with you before letting other hirers book slots you have not reserved.
9. From Sunday to Thursday the halls will not be hired out after 10pm and all music must end by 9pm. On Friday and Saturday, the halls will not be hired out after 11pm and all music must end by 10pm.
NB To date - Richard Benson Hall is unavailable for hire

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Conditions of Hire

1. The Parochial Church council reserves the right to cancel any booking for reasons beyond their control. In those circumstances, any booking fee paid will be returned in full, but the Parochial Church Council will not be liable for any loss suffered by the hirer.
2. The Parochial Church Council reserves the right not to accept a booking.
3. The hirer is responsible for all damages to the premises if because of his/her activity and will be invoiced accordingly for the making good where necessary.
4. The venues may only be used for the purpose specified on the Booking Form.
5. The maximum number of people using the venues must not exceed following:

St Alban's Hall: Maximum 50 parties/receptions

SSMJ Church/St Alban's church: please respect the layout of seating

Bartlemas Chapel: Maximum 40 seated

You are required to ensure that any children are always protected by taking reasonable steps to prevent the occurrence of any injury, loss, damage or harm.

You must also adhere to the parish's Safeguarding Policy

(<https://cowleystjohn.co.uk/safeguarding>)

and ensure all statutory safeguarding requirements are met.

6. No posters or pictures may be fixed to walls; and permission must be sought if you wish to remove anything already hanging in the halls.
7. Food may only be consumed in designated places in the venues. Please check before your event if you are unsure of these places.
8. The hirer is responsible for ensuring that the use of the venues does not cause a nuisance to the people living nearby (among other things; loud music, illegal parking, antisocial behaviour)
9. Please be aware that there are no dedicated car parking spaces for hirers at the venues and parking is limited in the surrounding areas.

- 10.No alcohol must be sold; the halls are not licensed for that purpose.
Hirers may organise their own license to sell alcohol, but a copy of this license must be given to the office before the event.
- 11.All hirers are required to discuss the details of their event with the administrator. The Parochial Church Council reserves the right to make the final decision regarding the suitability and nature of activities permitted to take place.
- 12.Please make sure everyone is made familiar with the Fire Exits and that they are always kept clear.
- 13.The Hirer will indemnify the Parochial Church council against any claims or loss arising out of the hiring. **If required by the Parochial council the Hirer will insure against liability under this condition and produce proof of insurance to the Properties administrator before the period of hire begins.**
- 14.The Parochial Church council will not accept liability for any injury which occurs during the period of your hiring unless caused by its negligence; nor will it accept liability for any damage to property
- 15.After use all tables and chairs must be returned to their original places. The venues must be left clean.
- 16.All the hirer's property and all the rubbish generated by your event must be removed by the hirer at the end of the hire period.
- 17.We reserve the right to charge a £30 cleaning fee if the venue is not left in a usable condition.
18. For a digital copy of the Conditions of hiring any of the venues in the Cowley St John Parish, please see the website: www.cowleystjohn.co.uk