



General Information and Conditions for Lettings



HOLY TRINITY CLAYGATE GENERAL INFORMATION AND CONDITIONS FOR LETTINGS

Purposes for which the Church, Church Hall and Ministry Centre may be let

The above venues are available for concerts, meetings and for social purposes as agreed by Claygate Parochial Church Council (PCC).

Accommodation

- The Church has seating for 400 although there are restricted views from some seats.
- The Church Hall can accommodate up to 160 seated at tables and up to 200 seated theatre style. The small kitchen has washing up facilities, an instant hot water boiler, a fridge and tea & coffee facilities for up to 60 people. The main kitchen, with cooker, freezer, dishwasher etc. (with full instructions for use) can be hired on request. China, cutlery and glasses for up to 200 people is also available. **Use of the outside area and garden behind the hall is not permitted due to its close proximity to The Vicarage.**
- The Ministry Centre has a number of different rooms that can be booked to accommodate meetings of between 2 and 80 people. The kitchen area has washing up facilities, an instant hot water boiler, a fridge and tea & coffee facilities.

Access

Access to the Church and Church Hall is through the main entrance of the foyer. Access to the Ministry Centre is at the far end of the car park, behind the main church building.

Ball Games

No ball games of any description are permitted.

Clearing away after your event

The Church Hall and Ministry Centre are cleaned each weekday morning, but not in between each hiring. You are therefore responsible for leaving the premises clean and tidy ready for the next hirer to use.

- A very large broom, dustpan and mop & bucket (for any spills) can be found in the cleaning cupboard located in the foyer opposite the bookstall. A broom and dustpan can be found in the chair cupboard in the Ministry Centre. The wooden floors in the Church Hall and Ministry Centre should be swept but **not** mopped. Only a minimal amount of water should be used for clearing up spills.
- The main kitchen, including the oven and hob, must be left clean and tidy with all china, cutlery etc. put away. All bins must be emptied and replacement black sacks can be found under the sink. Please make sure that the dishwasher, water boiler, oven, microwave etc. are switched off after use, and that the freezer and fridge doors are firmly closed.
- Rubbish and recycling may be placed (separately) in the large bins on the opposite side of the drive but if the bins are full, please take your rubbish home.
- Please also check all the toilets to ensure they are left clean and tidy, and that windows are securely closed and lights turned off.

Cloakroom and toilet facilities

The cloakroom, off the foyer to the left of the Prayer Room, has hanging facilities for approximately 200 coats. The Ministry Centre has a roller rack with facilities for 30 coats. The PCC is not responsible for loss or damage to any articles left in the cloakroom areas.

The ladies and gents toilets are off the church foyer just past the bookstall.

The accessible toilet is off the south lobby adjacent to the Church Hall and main kitchen. When not required by a disabled person it is ideally located for children to use when attending a party in the hall. Nappy changing facilities are available in this toilet.



The Ministry Centre toilets (one of which is an accessible toilet) are located adjacent to the kitchen area.

Closing procedure

- All furniture must be put back at the end of the letting and the kitchens left clean and tidy.
- The premises must be securely locked at the end of the hiring period, paying particular attention to the Church Hall and Prayer Room windows, and the emergency exits.
- All internal lights must be turned off - the external church floodlights are on a time switch.
- Keys which have been provided for access purposes must be returned to the Church Office during office hours as soon as possible after your event as we require a return signature.
- No function shall continue past 11.30 pm and the premises must be cleared by 11.45 pm.

Damage during hiring

Should any damage be done to the gardens, building or furniture, crockery be cracked, chipped or broken, or any article owned by the PCC be lost or missing, the expense of replacing or repairing lies with the hirer and details must be reported to the Church Office within 24 hours.

Electrical Equipment

It is the responsibility of the hirer to ensure that all electrical equipment brought onto the premises has been checked and is safe.

Fixtures to the walls

Nothing of any kind may be fixed or attached to any part of the premises without permission from the Church Office on behalf of the PCC.

No sellotape, drawing pins, nails, screws or any other fastening may be used to attach items. Blu-tack may be used in the Church Hall on the wooden panelling and hooks are available around the top edge of the panelling in the hall for hirers to use eg for hanging balloons.

Hiring Charges

Hire charges are reviewed annually on 1 January.

The hire charge for the Church Hall includes use of the small kitchen for making tea / coffee, use of the small tables (12) and chairs (30) for children's parties and use of the large tables, medium tables and chairs.

The main kitchen is hired separately and china, cutlery and glasses are available for an additional charge.

The hire charge for the Ministry Centre includes use of the tables and chairs located in the chair cupboard in the Ministry Centre welcome area.

Any additional expense incurred by the PCC because of failure to comply with these conditions will be charged to the hirer who will also be responsible for any additional cleaning charges should the premises be left in an unreasonable condition.

Licensed Bar

Do **not** apply for a Temporary Events Notice to sell alcoholic drinks without first discussing this with the Church Office staff as the current legislation only allows for twelve "Temporary Events" per venue per year at which alcohol may be sold. This also applies, for example, if you charge for a meal and wine is included.



Parking and unloading

There is parking for approximately 20 cars in marked bays along the side wall of the car park. The area marked 'Private' (in front of the Vicarage and Ministry Centre) is **only** available for disabled parking (two bays available behind the fence, adjacent to a dropped kerb). The Village Hall car park may **not** be used for functions being held at Holy Trinity.

There are no parking restrictions on local roads but organisers of large functions will need to ensure that cars are parked safely, and that access is maintained, both on the road and in the car park, for emergency vehicles.

The PCC does not hold itself liable for any damage or loss to cars or their contents when unloading or left in the car park unless caused by the negligence of the PCC, and cannot take any responsibility with regard to parking.

Performing Rights Society

The church is registered with the Performing Rights Society. If you intend to perform any type of music, live or recorded, you must inform the Church Office. After your event the following details must be submitted to the Church Office: total number of tickets sold, ticket price, gross ticket sale receipts and a copy of the programme.

If you are liable for a Performing Rights fee, your booking fee will reflect this likely charge and after assessment by PRS any over-payment will be refunded to the hirer by the Church Office.

Safety

The hirer shall be responsible for the orderly and safe evacuation in case of emergency. The hirer must familiarise themselves with the emergency procedure as laid out in the accompanying documents, appoint a fire officer and complete and sign a copy of the 'Fire Drill' form.

First aid kits are located in the main kitchen, the small kitchen off the Church Hall, and the kitchen in the Ministry Centre. Any accidents on the premises must be reported to the Church Office (see contact details on back page), and arrangements made to fill in the Accident Book.

It is the responsibility of the hirer to ensure adequate supervision for all events involving children.

Smoking

Smoking is prohibited inside the building.

Cancellation of bookings by hirer

The PCC reserves the right to charge the hirer the whole hire charge if a booking is cancelled.

Cancellation of booking by the PCC

The PCC reserves the right to cancel any bookings that contravene the purposes for which the premises may be let, and shall not be liable for any loss the hirer may suffer.

Insurance against fire etc.

The PCC has insured the premises and contents against fire, burglary and theft, but they have no responsibility for the loss or damage of materials and property belonging to the hirer, their employees and their patrons.



Cancellation of engagement through damage

In the event of the premises being damaged by fire, burglary etc. to such an extent as to prevent its use, the PCC reserves the right to notify hirers that their booking has been cancelled due to this cause and no compensation shall be payable by the PCC.

Right of the PCC to be represented during use of premises

The PCC reserves the right for their authorised representative to be present for the purposes of inspection / supervision when the premises are being hired.

Disclaim of liability for personal injury or damage to property

The PCC shall not be liable for the death of or injury to any persons using the premises or the equipment therein or for damage to property unless caused by the negligence of the PCC. Hirers should consider their own individual insurance requirements depending upon the nature of their event.

Contact Details

Address: Holy Trinity Church Office
Church Road, Claygate, Surrey KT10 0JP
Telephone: 01372 463603 option 1 then 2
Email: bookings@htclaygate.org
Website: htclaygate.org

Please bring this document with you on the day of your function

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