



THE DORCAN CHURCH

A Local Ecumenical Partnership between the Church of England & the Methodist Church serving the Swindon urban villages of Covingham, Nythe, Liden and Eldene.

The partnership includes the congregations worshipping at St Paul's, Covingham, St Timothy's, Liden, and Eldene Community Centre.
Registered Charity 1143702

ST PAUL'S CHURCH CENTRE

Conditions of use for a single or occasional booking.

Booking

1. Hirers are to ensure that appropriate Child Protection Checks for outside entertainment providers have been carried out (all entertainers, bouncy castle suppliers etc. must have a DBS; Disclosure and Barring Service check)
2. Children or young adults are only admitted to the Church Centre under the direction of an adult in charge.
3. The hirer must ensure that they have adequate and appropriate insurance provision for their activity and the use of the Centre.
4. The hirer is responsible for the fitness, use, and suitability of any equipment brought onto the premises by the hirer, or any person engaged by the hirer. The hirer is responsible for all their property left on the premises.
5. The hirer is responsible for ensuring that the premises and any equipment provided are used in a safe and appropriate manner whilst using the premises. Any defects found should be brought to the attention of the Centre Administrator as soon as practically possible.
6. The agreed fee, plus a deposit of £50 (of which deductions will be made from for any breakages, damage, extra cleaning necessitated by the hiring of the centre, or a charge at the agreed hiring rate, £20 per hour, or part of, for the hall, snug and kitchen, or, £15 per hour, or part of, for the of the hall only, for extra time over the allotted booked time) must be paid in full by the hirer at least 14 days before the event. If this is not done, the hiring may be considered null and void.
7. The hirer must advise the Centre Administrator of any cancellation of agreed booking dates at least 24 hours in advance. If this condition is not adhered to, the hirer will be charged for the booking at the normal rate.
8. Cancellation of this agreement for any given session due to the Church Centre being required by the Dorcan Church Council may be given by the Centre Administrator who

will give reasonable notice.

9. The Church Council reserves the right to refuse a booking without giving a reason.

At the time of use.

10. Nothing must be stuck or pinned on the connecting screen between the hall and the Chapel. No furniture must be placed against it. Attention must be made that no balls or other equipment are bounced or thrown against the screen. Care must be taken when children are running around so that they do not collide with the screen.
11. Damage to the floor or the screen will be paid for by the hirer.
12. Chairs and tables must be lifted across the floor and under no circumstances be dragged.
13. St Pauls Church Centre is a NO SMOKING building.
14. Fire Exits must remain clear at all times.
15. No responsibility can be accepted by the Church Council for any items of lost property.
16. Users of the Church Centre carpark do so at their own risk. Only those who possess a blue badge in respect of disability may use the three spaces provided and marked for the disabled and an appropriate badge should be displayed in the parked cars windscreen.
17. Only a small stock of cutlery and crockery is available in the kitchen. Hirers should make arrangements to bring their own tea towels for use to dry up any of the items used from the cupboards and drawers in the kitchen. Negotiation may be made with the Centre Administrator for the use of cutlery and crockery.
18. One black bag full of rubbish may be put in the rubbish bins at the side of the Centre, for any others it will be necessary to take away with the hirer.
19. The hirer should vacate the premises within 15 minutes of the agreed hire period. If this is not the case, a percentage of the £50 deposit will be deducted at a percentage of the agreed hire rate per hour, £20 for the hall, snug and kitchen, and £15 for the hall only.
20. The hirer must ensure that the premises are left clean and tidy at the end of the session. Tables and chairs must be replaced where found unless any other request has been made by the Centre Administrator
21. Brushes, vacuum cleaner and other cleaning apparatus and materials are provided.
22. All lights and electrical appliances must be switched off after use and check that taps have not been left running.
23. The toilets must be checked that they are clean and any rubbish removed from the bins.
24. On all matters of usage provided for herein, the decision of the Centre Administrator, as an agent of the Dorcan Church must be accepted.

Please sign and return the attached slip to the Centre Administrator with payment as confirmation that you have read and agree with the condition of use for the hire of St Pauls

Church Centre within 14 days of the date of hiring.

Thank you,
Centre Administrator St Pauls Church Centre.

This Conditions of use was amended and updated on the 26th. December 2018.

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I confirm that I have read and agree to the conditions of use for St Pauls Church Centre.

Name.....

Signature.....

Booking Date and times.....

Date.....

Please send with payment to; Centre Administrator
St Paul's Church Centre,
St Paul's Drive,
Covingham, Swindon.
SN3 5BY