

**Application for Hire of St Marys Centre and Church
Church Lane Kenardington
Ashford TN26 2NQ**

To: The Management Committee of the St. Mary's Centre, Kenardington
Booking Secretary: Dr. Stephen Coles
Ruffyns, Roman Road, Aldington, Ashford, TN25 7EF Tel: 01233 721242,

Email: steve.coles@aol.co.uk

CHARGES

Hire of Pentice, (Reception Room), Toilets & Kitchen: £12.50 per hour up to 8 hours, £110 thereafter per day, minimum £40.00

Hire of above + Church Nave: £17.50 per hour up to 8 hours, £150 thereafter per day, minimum £60.00

*** (Delete as necessary)

Booking Date.....

Purpose of hire **Will admission be charged? Yes*** / No*****

Hire required: Whole Premises*** (Nave, pentice, kitchen, toilets) **Premises Excluding Nave*****

Is heating required? Yes* / No***** (Whole facility £40 per day, Pentice, Toilet & Kitchen £25 per day)

Are digital candles required? **Yes*** / No***** (Nave candelabras and wall fixtures £15 per day)

Times: From To..... Total hours.....

Hire Fee £

Heating supplement & Candelabras £..... **T O T A L :**
£.....

Person responsible on behalf of hirers

Address

.....Postcode.....

Telephone number

Email.....

Cleaning: The whole venue must be tidied following each event and your rubbish must be removed. If you wish to pay a supplement, arrangements can be made in advance for any cleaning to be done for you at an agreed charge. Failure to leave the premises reasonably clean, or leaving lights, heating, or other equipment on, or failure to remove rubbish, could result in an extra charge as laid out in Sections 6 & 17 below.

Payment: A deposit of 25% of the cost of your hire is required at the time of booking to secure the hire. For invoices of £100 or more, the balance would be required not less than 7 days before the said event. The deposit is non-refundable from 21 days prior to your event, unless the Committee can fill the booking, (see below). For bookings of less than £100, we request payment in full at the time of booking. Cancellations up to 21 days prior to your event would attract a refund of 50% of the total monies, unless the Committee can fill the said booking, (see below). The Committee reserve the right to make additional refunds entirely at their discretion.

Please arrange the appropriate bank transfer (see below) to: *The Friends of St Marys, Kenardington*. Failure to pay by the agreed time could result in your booking being cancelled after appropriate warning.

Keys are to be collected from: Mrs Brenda Hedley, The Cottage, Church Lane, Kenardington, TN26 2NG (01233 733085)

or

Dr Stephen Coles, Ruffyns, Roman Road, Aldington, TN25 7EF (01233 721242) Please return the keys after the event by arrangement.

I / We * make application for the hire of the St Marys Centre in accordance with the details given above and agree to abide with the letting rules as set out by the Committee, as set out below.

Signed Date.....20..... (**For
the Hirer: delete as appropriate)

**Please complete two copies and return one to the Booking Secretary and retain the other one for your records
Bookings will not be confirmed until a deposit is transferred**

Bank Details: Sort Code: 600121 - Account No: 47648597 – The Friends of St. Mary’s Church Kenardington (Business Account

TERMS AND CONDITIONS

St Marys Church Centre, Church Lane, Kenardington Ashford, Kent TN26 2NQ

The premises comprise the Church, the Pentice, the outbuilding housing the toilets, kitchen, boiler room and storeroom and the car parking areas. Bookings relate specifically to parts, or all the venue as specified.

Terms and Conditions of Hire of St Mary’s Centre and Church

1. The Hirer will, during the period of the hiring, be fully responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviours of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements, to avoid obstruction of the highway. It is also the responsibility of the hirer to make sure that laws related to drinking and smoking are adhered to. The hirer shall also make sure that everyone knows that it is illegal to smoke on the premises.
2. The Hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the premises, or any insurance policies held by the Management Committee.
3. The Hirer shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates’ Court or otherwise, particularly in connection with any event which includes public dancing, amplified music, or other public entertainment. The Hirer shall consider residents by reducing the volume of any amplified music after 11pm and leaving the centre with a minimum of noise.
4. The Hirer shall indemnify the Committee for the cost of repair of any known damage to any part of the property including the car park and the churchyard, or to the contents of the building which may occur during the period of the hiring because of the hiring. All damage which occurs must be reported to the Bookings Secretary with communication by email or telephone within 24 hours of the incident occurring. Failure to do this may result in proceedings against the hirer.
5. The Hirer shall pay the full hire charge no later than one week before the date of the hire, (if not already paid in full for amounts less than £100). If the hirer wishes to cancel the booking before 21 days the event, (and the Committee are unable to get a replacement booking), the question of the repayment of any monies shall be at the discretion of the Committee, at they reserve the right to retain those amounts as scheduled above.
6. The Hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition at the end of the hire period, commensurate to its condition at the start, unless prior arrangements are agreed. All rubbish must be taken away and not left on the premises. The pentice and outbuilding should be properly locked and secured, at the conclusion of the hire period. Any contents removed from their usual positions must be properly replaced; otherwise, the Committee shall be at liberty to make an additional charge as appropriate, (see No:17). At no time may any ‘Chinese Lanterns’ be lit and let off in the churchyard or car park or wax candles lit in the church. Digital candles can be hired for a small supplementary charge.
7. The Committee reserve the right to cancel the booking in the event of the church and hall being required for a divine service (as opposed to weddings not already booked), or for health and safety reasons, in which case the hirer shall be entitled to a full refund of any payment already made.
8. In the event of the hall or any part of it being unexpectedly rendered unfit for the use for which it has been hired, by Acts of God, war, nuclear attack or pestilence, the Committee shall not be liable to the Hirer for any resulting loss or damage, (apart from appropriate refunds as such). No responsibility is held by the Committee for articles or clothing left in the centre, the car park or in the churchyard, which may be removed after reasonable notice.
9. Parking is in the three car parking areas or as directed by stewards if in attendance. Arrangements for stewards supplied by the Centre must be made in writing not less than one month from the date of hire.
10. Electrical Items: All portable electrical items brought into the premises for public use must be PAT (Portable Appliance Tested) by a qualified electrician and carry a label from the electrician which is in date.
11. The Hirer shall ensure that there shall be a minimum of two (2) persons, neither of whom shall be less than 18 years old, on duty in the premises when they are being used for public entertainment; this includes the person in charge. All persons on duty shall have been informed of the procedure to be adopted in case of evacuation and shall also be familiar with the whereabouts of the firefighting equipment.
12. All emergency exits shall be always kept clear of obstructions, so as to be immediately available for free public egress. It is the duty of the presiding officer, when functions are held in the nave, to point advise the procedure for emergency evacuation.
13. The Fire Brigade shall be called to any outbreak of fire, however slight, and details shall be given in writing to the Centre Management Committee as soon as possible and in no less than six (6) hours after the said incident.
14. Performances involving danger to the public shall not be given under any circumstances. Highly flammable substances shall not be brought into, or used, in any area of the premises. No internal decorations of a combustible nature shall be erected in the premises. No attachments for holding decorations, notices or the like, shall be made to any part of the building except where special provision has been made, or without prior permission from the Committee.

15. The Hirer shall ensure that no unauthorised heating appliances are used in the centre and if so, electrical appliances are PAT currently tested.
16. The Management Committee reserves the right to terminate any long-term agreement where it is believed that there have been repeated occurrences of bad behaviour on the part of persons under the control of the hirer.
17. The Management Committee will not allow any activity which presents a danger, for health and safety reasons; nor will it allow football boots or roller boots in the centre. The Management Committee reserve the right to make a charge of not less than £30 if the centre and its surroundings are left in a dirty condition, or if significant rubbish is not taken away at the end of the hiring or if the lights, heating, or other equipment are left on or water is left running.
18. CONCERNS: If you have any concerns, please put them in writing to the Booking Secretary:

Dr. Stephen Coles, Ruffyns, Roman Road, Aldington, Ashford, TN25 7EF

. The officers of the St Marys Centre Management Committee thank you for your cooperation