



CHURCH GATE HOUSE CENTRE

DOWNSIDE BRIDGE ROAD

COBHAM, SURREY

KT11 3EJ

tel: 01932 867883

email: standrewscobham.plus.com

website: www.standrewscobham.org.uk

TERMS AND CONDITIONS FOR HIRE

St Andrew's has a policy and procedures in place for safeguarding children and vulnerable adults and your booking is conditional upon you complying with this. You are required to ensure that children and vulnerable adults are protected at all times.

1. Use of the Church Office equipment is not permitted. It is also a requirement that anyone bringing electrical equipment into Church Gate House is responsible for having it tested before bringing it on site.
2. Please note position of fire extinguishers and emergency doors, which must be kept clear at all times. The emergency doors are not to be used except in an emergency.
3. No posters, signs, decorations etc. are to be fixed to any article of furniture or to the walls or doors.
4. The sale of alcohol is prohibited without an appropriate licence being obtained by the hirer.
5. **Please consider the neighbours if you have music at your function or children playing outside.** A noise limiter has been installed in the main hall. **Music must be confined to the hall - speakers or live performers must not be placed outside.** The doors to the garden must be kept closed if the resulting noise levels outside would cause disturbance to neighbours.
6. All crockery/cutlery/glasses etc are available for use but must be washed, dried and returned to the correct kitchen cupboard or drawer after use. A dishwasher is available but **MUST** be emptied after use. Instructions for the dishwasher can be found in the kitchen.
7. All furniture used must be replaced in position and all rooms left clean and tidy. Chairs should be stacked in fives around the edge of the room (for safety and protection from damage). Tables should be stored in the cupboard in the hall. Cleaning materials including brushes, mop/bucket, and vacuum cleaner for the carpets, are kept in the store room opposite the kitchen.
8. On leaving please ensure that all lights are switched off (including the disabled toilet), and that all windows and doors are secured and the curtains opened before leaving. NB: the switch panel for the toilets, lobby and ceiling fans is on the wall in the hallway.
9. **All rubbish MUST be taken away with you and disposed of elsewhere.**
10. Any damage or breakages must be reported to the office (a charge may be incurred).
11. There is a NO-SMOKING policy in place which must be adhered to.
12. THE PREMISES AND EQUIPMENT (INCLUDING THE FRIDGE AND THE DISHWASHER) MUST BE LEFT EXACTLY AS YOU FOUND THEM.
13. The premises must be vacated by the time specified on the booking form at the time of booking, and no later than 11.30pm.
14. Any accident involving injury to any person on these premises must be reported to the Parish Secretary and entered in the accident book.

Please note that St. Andrew's Church does not accept responsibility for the loss of or damage to clothing, or other personal property of visitors to the Centre, nor for the loss or damage to any other property which may be brought into the Centre by individuals or organisations, or for the loss or damage to vehicles or their contents parked in St. Andrew's Church car park. February 2017