

## **Notes from the Parish Pastoral Council for Hirers**

- A. The hire charges for the hall apply for the whole period that you occupy the hall. We ask that you include any “setting up” and “clearing up” time in the hours that you book and this will be charged for accordingly. The hire charge allows you access to the main hall, kitchen and toilets but not to any other room, unless this is specifically stated in the agreement. Use of the cooking/cooling facilities will be charged extra.
  
- B. The Church Hall and its grounds are surrounded by residential properties. We have a good relationship with our neighbours and would like this to continue. **Please respect the privacy and interests of our neighbours by being quiet when outside the buildings and when entering or leaving, particularly during the evening when our neighbours or their children may be asleep.**
  
- C. You are welcome to use the stock of cutlery, crockery, kitchen utensils etc that are in the kitchen provided that you leave them clean and tidy and stored away as you found them. Your attention is drawn to the limited stock of these items and you may wish to provide your own. There is a stock of rubbish bags and washing up liquid is provided, but if you have a large event where you will use significant amounts we ask you to provide your own rather than run down the hall supply significantly. You are also asked to provide your own tea-towels.
  
- D. We have only a limited rubbish capacity. For small amounts of rubbish you are welcome to use the green wheeled bin outside the Hall. However larger events sometimes generate a significant amount of rubbish for which we do not have large enough bins for. If the bin is full we ask that you take your rubbish away. Under **no** circumstances leave the green bin even slightly ajar. If it is left ajar, this creates a problem with scavenging birds and can create a health hazard. We will make a minimum charge of £30 if large amounts of rubbish are left at the hall and or the bin has been left open. The sole arbiter in these circumstances will be the Lettings Officer on behalf of the Parish Church Council. The charge will be taken over and above the deposit.
  
- E. Please take the time to check that you have left the premises clean and tidy, and have turned **off** all the lights including the in the toilets and any heaters. We do not want to tidy up after you or pay additional electricity bills and we are sure that you would prefer to get your deposit back without deductions.
  
- F. St Kentigern’s Parish Council tries to keep the hall in good condition and trusts that the hall has provided a suitable venue for your event. If anything was not what you were expecting please let the Lettings Officer know.
  
- G. **Child Protection:** Hirers of the Church Hall are required to make themselves aware of the Parish Policy for the Protection and Safeguarding of Children & Vulnerable Adults. The Policy can be found displayed in the Church and in the Church Hall on the notice board. Regular users are required to have their own policy in place. Hire charges are reviewed on a yearly basis.

Dated: July 2012