



St. Mark's Community Centre, Franklyn Road, Godalming, Surrey. GU7 2LD
Tel 01483 421267 (41874)

Terms and Conditions for hire of facilities

By completing a booking form, the hirer will be agreeing to the terms and conditions as set out below.

Provisional bookings may be made online, in person, by post or by telephone, but confirmation will be given once the Centre co-ordinator has received an application form, and confirmed the booking.

General Conditions

- ⦿ The hire charges are set at an hourly rate according to the accommodation used. Please note, the time booked for the facility incorporates time for setting up and clearing down.
- ⦿ **Deposits** A deposit of £20 must be paid for private and commercial bookings with the total cost to be paid two weeks before the event. The deposit will be refunded within 14 days of the event. However, if damage has been caused to the premises, or it has not been left as found, Godalming Minster will withhold the deposit.
- ⦿ **Bouncy Castles and Discos** An additional cost of £10 will be made for the use of Bouncy castles or Discos. Please make this known at the time of booking the premises. A refundable deposit of £10 will be made if you require use of the toys stored at the building.
- ⦿ **Cancellations** If a booking is cancelled within 2 weeks of the date there will be a charge of 50% of the deposit. Regular bookers will still be invoiced if the centre co-ordinator is not made aware two weeks before the event. The full charge will be made if the user does not notify the centre co-ordinator of cancellation.
- ⦿ **Payments** The agreed fee for the use of the accommodation will be paid two weeks before the hire. (Regular users will be invoiced monthly).
- ⦿ **Damages** The user is responsible for all damage to the accommodation, which includes the centre's fabric and equipment. Please report any defects to the centre co-ordinator, this includes any which are noted before the start of the event.
- ⦿ Please report any accidents which occur on the premises during the event to FranklynRoad@godalmingminster.org.
- ⦿ **Smoking & Vaping** Please note, this centre operates a no smoking policy which includes the use of E cigarettes within the building and the grounds.

- 🔊 **Kitchen Use** The kitchen can only be hired for food preparation if the hirer has submitted a Health and Hygiene certificate. There will be an additional £15 charged for this hire.
- 🔊 **Health & Safety** Users must familiarise themselves with the church's Health and Safety Plan and ensure that all those using the building are aware of the appropriate procedures. Please note the position of fire exits and extinguishers before commencement of the event. All fire doors and exits must be kept clear.
- 🔊 **Safeguarding** Where the premises are to be used by children, or vulnerable adults, the user must agree to comply with government safeguarding guidelines, as set out in the document 'In Safe Hands'. Godalming Minster follow the child protection procedure in accordance with The Church of England and Diocese of Guildford.
- 🔊 The Centre will not be liable for any difficulties the hirer may encounter which are not within its authority.

Leaving the premises at the end of event

- 🔊 Please leave the premises as found.
- 🔊 Before vacating the premises, please ensure that all lights are off and windows and doors properly secured.

Insurance

The Church/Centre's insurance policy will provide cover if a claim resulting from a defect in the building or equipment is made by a visitor or external organisation.

The Church/Centre's insurance policy does not cover the legal liabilities of outside organisations.

If the hire is made for a private function, please ensure that your personal liability is covered by your household insurance policy. Please speak with the centre co-ordinator if further clarification is required.

If professional caterers are being used, please ensure that the company has liability insurance, which should include product liability for the food being supplied.

Payment details:

Payments are to be made by electronic transfer to
 HSBC
 Sort Code: 40-22-12
 Account: St Mark's Community Centre
 Account no.: 91277766
 Please use StMarksHire as Reference

Confirmation of booking: when the signed booking form is received, and electronic payment has been confirmed, we will confirm that your booking is finalised by email.