

OCKLEY, OKEWOOD AND FOREST GREEN PAROCHIAL CHURCH COUNCIL
Terms and Conditions for the Hire of "The Ark" at Okewood Hill

- 1 **The Hirer** must be at least 18 years of age, be present throughout the hire period and is responsible for ensuring that the Terms & Conditions for Hire are met.
- 2 **A Refundable Deposit** of £20 (£50 in the case of parties held in either hall) is required at the time of booking and will be refunded after the event subject to the facilities being left in a satisfactory condition as per the Terms & Conditions of Hire. The deposit will also be used to cover any cancellation fee or breakages. (Deposit cheques must be dated with the date of the event.)
- 3 **Full Payment for bookings** should be made by cheque payable to: "OCKLEY, OKEWOOD AND FOREST GREEN PCC" at the time of booking but not later than 1 month prior to the event.
Cancellations must be notified to us at least TWO WEEKS before the date of the event to be eligible for a full refund. In the event of late cancellation we will refund if we are able to re-let.
- 4 **Fire Action Procedure** is described by a sign adjacent to light switches. The Hirer must communicate this to all members of their group.
- 5 **The Hirer**, where appropriate, is responsible for leaving the halls, rooms & kitchen clean and tidy, and ensuring that:
 - a) All chairs and tables are cleaned of spills and detritus and are stacked back in designated spaces and cupboards - details available.
 - b) Any spillages are mopped up and the floors swept.
 - c) Should the carpet be soiled or stained, the hirer agrees to pay for professional cleaning if 'in-house' spot cleaning does not achieve a satisfactory result.
 - d) Toilets left clean and tidy.
 - e) All crockery and cooking utensils used are washed, dried and placed back in cupboards and on shelves. The kitchen floor must be washed.
 - f) Waste bins are emptied into the green bins outside the building. Fresh bin liners must be placed in the bins.
 - g) No refuse or litter to be left within the curtilage of the premises. All recycleable materials (cans, glass & plastic bottles) must be taken away.
 - h) All breakages must be paid for in full.
 - i) Read and follow instructions on all notices.
- 6 **The Hirer** will be liable for:
 - a) Any extra costs or charges incurred by the PCC to remedy the hirer's failure to observe the Terms and Conditions
 - b) Making good any loss or damage to the premises, furniture, crockery or any other equipment or fittings caused or occurring during the period of the hire.
- 7 **Setting up and clearing away** is the responsibility of the Hirer and must be carried out within the period of hire. Please keep this in mind when making a booking.
The premises must not be entered before your agreed time of hire. You must ensure that you leave promptly at the end of your period of hire, to allow staff to prepare for the next booking.
- 8 **Please contact the Bookings Manager** about 2 days before your booking to make final arrangements for any facilities and/or services you require and to arrange for entry to the building.
- 9
 - a) **No fastenings** should be driven into ceilings, walls or woodwork. In particular **no** Sellotape, Blu-tack or adhesives are to be used on walls or ceilings.
 - b) **Any Sellotape** used to fix banqueting roll to tables, **must be removed** after the event.
- 10 **No alterations** may be made to lighting wiring, or other fitments.
- 11 **Vehicular access is through the churchyard and there is very limited parking adjacent to the Hall. This is limited to:**
 - a) The Hirer
 - b) Disabled persons
 - c) Those needed for the setting up and clearing of the Hall

All other vehicles should be parked in Church Lane observing the restrictions posted there
- 12 **The PCC** reserves the right of entry at all times.
- 13 **The PCC** reserves the right to:
 - a) cancel any booking and refund any monies paid for the hire;
 - b) cancel any booking and refund any monies paid for the hire should the Church require the facilities. (we will try at all times to provide adequate notice)
 - c) close down any event during the period of hire.In no circumstances shall the PCC be liable for any damages or consequential loss resulting from such cancellation or closure or the prevention of hiring by circumstances beyond it's reasonable control.
- 14 **The PCC** reserves the right not to accept bookings where the activities, in their understanding, are incompatible with the Christian tradition.
- 15 **The PCC and** its representatives will not be responsible for any loss of, or damage to, any property, including vehicles, brought onto the premises by the hirer, his/her employees or any other persons; or for any loss, damage, injury or expense which may be suffered or incurred by, done by or happen to any person or persons resorting to the premises except for any death or bodily injury in so far as it results from the negligence of the PCC. The Hirer shall be responsible for arranging insurance cover for all activities at their event.
- 16 **No Alcohol** is to be sold or consumed on the premises without the written permission of the PCC.
- 17 **No Smoking** is allowed on the premises.
- 18 **Kitchen Use:** Hirers are reminded that it is their responsibility, where food preparation is involved, to ensure that the **environmental health regulations** are observed. Children are not permitted in the kitchen.
- 19 **The Hirer** confirms that he/she is aware of the principles contained in the **Home Office Code of Practice Safe from Harm** and undertakes to adopt the recommended practice in all work with children and young people under the age of sixteen years.

Access: The hirer will need to collect the keys for the padlock to the Gate and for the building as arranged with the Bookings Manager on the day of hire or the Friday before, if the booking is at the weekend.



The Ark Booking Form

St John the Baptist, Church Lane, Okewood Hill, nr Dorking, Surrey RH5 5QT

Before booking please check availability with Barbara Laird 01306 628240

Yellow highlighted fields are for filling in.

Contact Details

Organisation:

Contact name:

Address:

Postcode:

Telephone:

Fax:

email:

Sessions:

Morning: 8.00am - 13.00pm

Afternoon: 13:00pm - 18.00pm

Evening: 18.00pm - 23.00pm

Date Required:

Hall Hire :

Cost per Session

Required

Cost

One Session

£35

£0

Two Sessions

£60

£0

Full Day

£90

£0

Resources Hire:

Projector Screen/Stand

Free

T.V. & Video/DVD

£5

£0

Tape & CD Player

£5

£0

Flip Chart

£5

£0

Dry Wipe Board & pens

£5

£0

Total Cost

£0.00

Please note:

- (1) **Maximum** number of people **60**
- (2) Use of chairs and tables and children's chairs & tables is included in cost of hire
- (3) Use of kitchen, crockery and cutlery are included in the cost of hire

Special Requirements:

Signed:

Once form is completed please post (with a cheque for total amount made payable to OOFG PCC) to: **Barbara Laird, Chapel Cottage, Okewood Hill, Dorking, Surrey RH5 5QT**