

Guidelines Hiring Facilities at St John's

- 1. St John's Hall is available for Hire** – to local organizations, groups and individuals
No Booking will be accepted for Commercial enterprises that affect local businesses
It may not be used for Political or Religious Meetings unless approved by the Vicar &/or Churchwardens.
- 2. It is available Monday to Saturday – except for days listed below**
Generally, no bookings on a Sunday except for Church related activities
e.g. Baptism parties *or an event approved by Bookings Administrator*
No Bookings on the following dates:
 Christmas Eve and Christmas Day
 Ash Wednesday (evening – apart from Regular user)
 Maundy Thursday (Morning - Regular users only) or Good Friday
No new Regular Booking to be confirmed unless agreed by Co-ordinators.
- 3. Hours - No more than 5 hours unless agreed by the Church Committee**
All Lets are in accordance with Derby City Council's Premises Regulations.
Lets can start at 6.00am but the Hall must be vacated by 11.00pm
(New Years Eve is the exception – premises must be vacated by 12.30pm)
Ideally all Lets after 6.00pm should be for a minimum of 2 hours unless otherwise agreed
- 4. Rates:** For current rates please contact the Bookings Administrator
- 5. Payments**
Regular Users may pay, monthly/termly or quarterly/annually (in advance) – as agreed
Payment for One-off Bookings must be received two weeks in advance of event
All cheques payable to St John's Church, Mickleover PCC – no receipt issued
All cash payments WILL be receipted.
Regular Users will be informed of their costs at the beginning of each year – no additional invoices will be issued.
One-off events will be informed of cost when *Booking Request Forms are sent.*
- 6. All Bookings are provisional** and do not constitute a formal contact
A Booking Request letter together with a copy of Terms and Conditions and a Booking form will be sent to all wishing to book an event.
The Booking Form (*and payment*) must be returned to Bookings Administrator at least two weeks before event.
- 7. Terms + Conditions**
A copy of detailed Terms + Conditions will be issued with a Booking forms and issued annually to Regular Users (*in October each year* or prior to a start date).
Included in the Terms and Conditions are details about: Safeguarding, fire + safety information, insurance + licences as well as details of clearing and noise control.
Failure to meet with these Terms + Conditions will result in immediate termination of any agreement and a ban from use of Hall from those arranging a one-off event.

8. Cancellations + Terminations

Should the Church require use of the Hall – a minimum of two weeks' notice will be given, and there will be no charge to a Regular user for this session.

Cancellations by Regular Hall Users, if not confirmed two weeks prior, will be charged at ½ normal rate. (Extreme bad weather being the exception)

Termination of agreement will require three months' notice by either party.

One-off Event Cancellations – a full refund is available up to two weeks prior to the event.

Refunds after two weeks prior to an event are at the discretion of the Church Committee.

9. Keys

Each Regular Hall User will be offered one key to the Hall (initial deposit of £10)

Additional keys can be requested and if agreed by PCC, *a further charge of £10 per key* will be made. All keys must be returned on termination and £10 deposit returned.

One-off event keys must be collected no more than 15minutes prior to start from the Bookings Administrator and returned directly after the event. (Unless otherwise agreed)

10. Storage: Limited cupboard storage may be available – there is an annual charge.

Variations for Community Link Bookings

All the above are the same for the Community Link apart from.

1. No **regular** bookings will be accepted for the Link from outside Organisations unless specifically approved by the Vicar **and** Co-ordinators.
3. Food Preparation – no food can be prepared (only served) in the Link Kitchen