

St Paul's Church, Hills Road, Cambridge CB2 1JP

Registered Charity No: 1132965

GENERAL TERMS AND CONDITIONS FOR ST PAUL'S CAMBRIDGE FOOD AND DRINK
FAIR

Contents:

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FAIR

I. Email booking confirmation indicates the hirer's acceptance of St Paul's general and specific Terms and Conditions, both mentioned in this document or as an addition when applicable to specific items.

II. Any specific agreement made with a hirer in writing will prevail over the corresponding section of the general T&Cs.

III. If an update is made to St Paul's Terms and between the booking date and the date of the actual event, the Terms and Conditions valid at the time of the booking will prevail.

IV. Failure to comply with St Paul's T&Cs, general and specific, will result in an immediate cancellation of the booking, effective from the time of the incident, and the payment in full or part will be retained by St Paul's. This might mean that a session could be interrupted and the hirer required to leave the premises immediately, if a major and voluntary breach of the T&Cs is discovered (especially, but not limited to, when Health and Safety is compromised).

1. St Paul's Church and Community Centre guarantees to promote fairs in a professional manner. Fairs will normally be well advertised online & in local press. Leaflets, posters and other publicity may also be made available

2. Stock Offering

St Paul's Church and Community Centre will only accept bookings from exhibitors whose stock is acceptable. Anyone wishing to book should send photographs of their stock or provide a web address where their stock may be viewed. St Paul's Church and Community Centre will vet applications to ensure a reasonable standard of workmanship and to avoid excessive duplication of any one kind of product. When booking please describe the goods that you will be displaying, these will be the only products you will be permitted to display. Any stallholder displaying goods other than those on their original application form may be asked to remove them immediately.

3. Exhibitors are required to do the following.

All exhibitors must be set up by the advertised start time. Access arrangements will be as advised on your event joining instructions sent to you one week before each event. You are not to clear away until you are advised to do so. All stands or stalls are to be set up in an attractive manner and exhibitors using the tables supplied by us must supply a suitable table covering to cover the top of the table and reach the floor at the front and two sides. Boxes etc. to be stored out of sight. Your car must be parked sensibly on St Paul's road (pay and display, or another suitable location) while setting up and you must comply with our stewards' requests to move cars or boxes etc. Exhibitors should check that their table is erected correctly and must not do anything to encroach upon gangways, exits or other exhibitors' access. You must not attach anything to walls or ceilings in a way that will leave marks and you must leave your stand area clean and tidy at the end of the day. Rubbish MUST be removed by you. You should specify if you require electricity for equipment when booking. The electric point may be up to 20ft away so exhibitors should supply an extension lead. Multi-way adapters are not permitted at any venue and ALL electrical equipment must have a valid PAT test certificate.

4. Bookings:

Bookings all booking fees must be pre-paid. Payment will be accepted by BACS payment only. Invoices will be sent once the booking is made. Your space is not reserved until your payment has been received. It is a condition of booking that you understand and accept this. Please indicate which category your items fall into, if other, please indicate what you will be selling. Sauces, condiments, oils & spices, cheeses, charcuterie, specialist meats, farm estates, alcohol free drinks, vegan & plant based alternatives, wine makers, gin's & liquors, bakers, butchers, delicatessen, soft drinks, specialist teas & coffees, sweet treats, savoury snacks. St Paul's reserves the right to allocate you a different category of space or stall to that which you have booked.

5. Cancellation of bookings:

Cancellations will be accepted up to TWO calendar months before the date of the fair, but you will forfeit your 50% of the bookings fee cancelled. Any booking cancelled at less than TWO month's notice before the fair, will forfeit the total booking fee.

Cancellations may be advised by phone but must be confirmed in writing via email and a member of our team must confirm receipt of our email.

6. Liabilities, Health and Safety:

6.1. The hirer is responsible for their own public liability insurance for their activities on site. The hirer must hold all additional relevant paperwork (Licences, Professional Qualifications if registered activity, specific Health & Safety Policies, First Aid and Food Hygiene Certificates if applicable etc.). St Paul's reserves the right to require a copy of the hirer's documents mentioned above. Failure to produce all the necessary paperwork, or proof of the application to acquire them in a reasonable timeframe, will result in the immediate cancellation of the current and any subsequent bookings until such documents are provided.

6.2. The hirer is responsible for any person at the premises with the express or implied authority of the client where such person's presence is related to the hirer's booking (including, but not limited to: guests, friends, family members, free or paying attendees to the event, and suppliers). The hirer is responsible for the behaviour and conduct of those persons on the premises who are attending the hirer's event or activity; unruly and otherwise inappropriate behaviour must be dealt with immediately.

6.3. All damages and breakages to St Paul's or the property of St Paul's, including the loss, removal or theft of property, shall be charged to the user at replacement cost plus administration costs.

6.4. Should any incident happen at St Paul's, and after all the necessary immediate actions have been taken care of, the hirer must notify St Paul's Management at the first opportunity by sending an email to office@stpaulscambridge.org.uk, with a description of the incident, the contact details of the victim and witnesses, any action taken, any reference number relating to the incident (emergency services, insurance etc.) and other relevant information.

6.5. It is good practice for all hirers, but compulsory for any hirer offering sports and physical activity, to produce their own Risk Assessments and procedures, and to send one copy to St Paul's for reference. Please note that hirers should never assume that St Paul's will be staffed at the time of their booking, and therefore any such matters are the hirer's sole responsibility.

6.6. Any costs and potential loss of income involved as a result of damage caused by the user's failure to comply with these specific provisions shall be borne by the hirer.

6.7. The hirer is expected to respect the property of St Paul's, to clear up any accidental spillages promptly and to treat the chairs, floor, and all other properties

of St Paul's with due care and diligence. Any failure to do so can result in the security deposit being retained and/or a further invoice issued to cover cleaning, repair or replacement costs.

6.8. Public areas – toilets, foyer, upstairs landing are used by all clients at the centre and must not be monopolised by one hirer. They are not included for exclusive use, unless the hirer is hiring the whole building.

Safeguarding

7.1. Hirers shall be responsible for assessing their activities and for supplying evidence that their personnel are DBS checked, where appropriate, and fully briefed on safeguarding procedures for children, young people and vulnerable adults.

7.2. As a public building, St Paul's displays the national contact details of all Safeguarding agencies on a poster near the office door.

7.3. By making a booking at St Paul's Church you are confirming to abide by the Safeguarding Provisions of St Paul's Church. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own. You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

First Aid & Fire Safety

8. Hirers shall be responsible for ensuring that a qualified first aider is present if necessary and that first aid equipment is available. A First Aid Kit is available in each kitchen/kitchenette & main office in the building (these are accessible only during office hours. Any incident justifying the use of a First Aid Kit must be recorded in the First Aid Record Book which is kept in the Church Hall kitchenette.

8.1. The hirer shall ensure that all fire and safety regulations are observed while using the building, that fire exits are unlocked and kept clear at all times and that all fire doors remain closed. The hirer shall ensure that they are familiar with the Fire Escape routes and the Fire Assembly Point and communicate this information to their guests at the beginning of the booking.

8.2. Sitting on the stairs or on the first floor landing is strictly prohibited. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of fire equipment shall be charged to the hirer in full.

8.3. Smoke machines must not be used under any circumstances. Bubbles machines can only be used outdoors.

8.4. Save as specified in section 8.5, under no circumstances the hirer shall use or allow or cause any items to be used on the premises which involve a naked flame such as candles or any other items lit with a naked flame, including, but not limited to: incense sticks, sparklers, gel or gas-powered food heaters etc.

8.5. The use of candles is strictly restricted to the Church Hall's candleholders and

candelabras, by prior agreement with the management and for an additional fee of £150. Tealights (above waist height and with a protective container at least 5cm higher than the flame) and candlelit centrepieces may be permitted if the hirer is able to demonstrate sufficient Health and Safety measures. Written permission for these must be given by St Paul's Management.

8.6. There is a strict no smoking or vaping policy which applies to the entire site, including the garden.

8.7. Hirers shall be responsible for all personal portable appliances they use on St Paul's premises. Specifically, any electrical item connected directly or indirectly to the mains need to be PAT tested.

8.8. In case of a Fire Emergency, the hirer is responsible for the safe evacuation of their group. If a member of staff is on site, the hirer is to report their numbers to the person in charge

Please note that the Fire Alarm is not connected to the emergency services. If the building is not staffed at the time of the incident, the person discovering the Fire is responsible for raising the alarm, get to the Fire Assembly point and contacting the Emergency Services on 999.

9. Use of the building

9.1. Access times and controls:

9.2 The hirer shall enter the building for the purpose of their booking only at times agreed with St Paul's Management (including preparation visits).

9.3. The hirer shall not arrange for any deliveries to be made for them at St Paul's outside of their booking times without prior arrangement with St Paul's Management. St Paul's reserves the right to refuse such deliveries.

9.4 The hirer is responsible for leaving the room and equipment provided in a clean and tidy state. Staff will check this after each booking and will let the hirer know of any issues. St Paul's provides cleaning equipment available in every kitchen, ensuring that a reasonable level of cleaning is possible after every booking. Please notify St Paul's staff if any cleaning equipment is missing. Any additional cleaning to be done as a result of a booking will be charged as necessary.

9.5 Any damage to equipment found after the hirer's booking, will be subject to full invoice of the repair/replacement on to the hirer's account. identified.

4.5. Alcohol Consumption and Sale

9.6 Alcohol may be consumed on the premises in moderation. For instance, alcohol may be consumed with food, or as part of a formal event or concert, such as a retirement party or wedding party. Drunken behaviour will not be tolerated and it is the duty of the hirer (not of St Paul's) to ensure that there is no such behaviour. Alcohol may not be sold on the premises without the agreement of St Paul's Management and an appropriate license by the hirer must be obtained from the council.

10. Living together

10.1 St Paul's is a church and community centre, a space for prayer and worship, and a busy centre for groups and organisations. The safe use of the centre depends upon the good will of those who use it. St Paul's wishes to welcome a wide range of groups and activities across the community, and to be an open and creative space encouraging people to meet, explore, share and grow together, but also a peaceful and safe environment to gather themselves. Therefore, all our hirers are expected to be considerate of others when using the building, as other users might be around and need peace and tranquillity (especially, but not limited to: yoga classes, counselling sessions, Chapel services, Clergy meetings etc.). As these activities are not always advertised, it is everyone's responsibility to behave in a way that would not be disruptive to these at all times. Any hirer who fails to abide by these principles may not be allowed to hire the centre facilities again.

10.2 All equipment must be removed after any event unless specifically agreed with St Paul's Management.

11. Values

11.1. St Paul's acceptance of a booking is dependent on the hirer's activities' compatibility with St Paul's values and principles as a member of the Church of England and relevant provisions of Canon Law. As such, St Paul's reserve the right to decline any booking application that would not fit within these parameters.

11.2. Any attempt to conceal or mislead that judgement by the hirer's description of their activity will render the booking void immediately and cancel all the subsequent hirer's bookings, for themselves and their organisation. If you are unsure about any part or totality of this statement, we will be happy to provide guidance and potentially refer you to our partner organisations which might provide a better environment for your activity.

12. Church Furniture, Font & The Sanctuary

12.1. The Sanctuary is the raised area, including the steps, leading up to the East Window. Please respect this area by not moving or placing anything on the following: large altar table, round communion table, original Victorian chairs, pedestals and carved stand. The lectern may be moved to the back if needed.

12.2. No moving of the carved wooden pulpit.

12.3. No commercial stalls or selling to happen on The Sanctuary.

12.4. No consuming food or drink on The Sanctuary.

12.5 The Font is the raised stand with large green glass bowl on top. This is used for baptisms. This must not be used as a storage area or general space for rubbish.

Please feel free to contact us should you have any queries or questions, on bookings@stpaulscambridge.org.

St Paul's Church & Community Centre