

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

Registered Charity No: 1132965

ST PAUL'S ONE-OFF BOOKINGS TERMS AND CONDITIONS

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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 (use of the Kitchen, AV system, late night booking etc).

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).

GENERAL TERMS AND CONDITIONS FOR ONE-OFF BOOKINGS

1. Cost of hire

1.1. St Paul's room hire and equipment costs are regularly reviewed and advertised on the website. The costs advertised on the website at the time of the booking will be valid until the event takes place if the booking specifications are unchanged. The booking must include time to set up prior to the event and clearing out after the event.

1.2. Any modification to the booking might incur added costs, which will be invoiced at the advertised rate at the time of the modification.

1.3. St Paul's define a 'block booking' as a booking of no less than 12 individual dates.

1.3.1 Where a block booking has been made, invoices will be sent on (or where feasibly possible) on the 15th day of the month for the upcoming month. Payment must be made within 30 days of invoicing, and must be received before the date of booking. Entry codes will not be given to hirers who have not paid. Payments not made on time without prior agreement with St Paul's may result in the cancellation of future bookings.

1.3.2 Blocks Bookings which are less than 12 bookings will be invoiced immediately and the payment must be made a minimum of 14 days prior to the first booking date.

1.4. Discounts may be made available for longstanding hirers who are booking well in advance. However by making advance bookings and therefore obtaining a discount, the hirer is obliged to carry out these bookings. Any cancellations made at any period leading up to these bookings will may cause a forfeiture of future bookings, a reduction of discounts and a discussion with the centre about future bookings.

1.5. Any additional invoice sent to the hirer by St Paul's in order to cover extra costs directly incurred by the hirer's activities and/or guests (see section 3.2) needs to be paid within 14 days following the date of the invoice. Failure to pay will result in all the hirer's future bookings cancelled (including their wider organisation if applicable).

2. Cancellation Policy:

2.2. For bookings outside of a block booking. A cancellation fee of 25% of the booking value will be charged if the cancellation is made within 8 weeks of the event taking place, unless exceptional circumstances and by prior agreement with St Paul's Management.

2.3. St Paul's is a parish church and therefore, from time to time, we might be unable to accommodate the hirer's booking on certain dates and times, sometimes at short notice when, for example, a Funeral is taking place. St Paul's will endeavour in any circumstances to inform the hirer as soon as possible and offer them appropriate alternatives (e.g.: alternative room, alternative time, time credit to use at the hirer's convenience and depending on St Paul's availabilities). Where the alternative arrangements proposed are unacceptable to the client, St Paul's shall issue a refund to the client in respect of any sums paid in advance in respect of the booking.

3. Liabilities, Health and Safety:

A/Insurance and Liabilities

3.A.1. The hirer is responsible for holding public liability insurance for their own activities on site. The hirer must hold all additional relevant paperwork (Licences, music licenses, 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.

3.A.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.

3.A.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.

3.A.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.

3.A.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.

3.A.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.

3.A.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.

3.A.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.

B/ Safeguarding

3.B.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.

3.B.2. As a public building, St Paul's displays the national contact details of all Safeguarding agencies on a poster near the office door.

C/First Aid.

3.B.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.

3.C.1. 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.

D/Fire Safety

3.D.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.

3.D.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.

3.D.3. Smoke machines must not be used under any circumstances. Bubbles machines can only be used outdoors.

3.D.4. Save as specified in section 3.D.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.

3.D.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.

3.D.6. There is a strict no smoking or vaping policy which applies to the entire site, including the garden.

3.D.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.

3.D.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.

4. Use of the building

4.1. Access times and controls:

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

4.1.2. The hirer needs to include any setting up and clearing up time in their total booking time. If the hirer spends more than 15 minutes on the premises in excess of their booking time, this will be charged at double the hire rate for every 15 minutes of extra time. If the hirer fails to vacate the property at the agreed time AND a member of St Paul's has to intervene to ask the hirer to leave, an additional fee of £150 will be charged.

4.1.3. 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.

4.1.4. For the duration of the booking, the hirer will be given a unique front door pin code which is used for access to the building and can be shared with guests and suppliers. Separate information on locking up and side door access will be given when necessary. Under no circumstances must the front door be kept open at any time.

4.1.5. St Paul's is not necessarily staffed outside of our office hours: 10am – 4pm on a weekday. Any booking will therefore need to be self-sufficient and not need any input from St Paul's staff. This includes Risk Assessments and policies, which should not rely on St Paul's being staffed at any particular moment. St Paul's staff do make regular out of hours checks on hirers to ensure the safety of the building and that hirers are meeting the terms and conditions.

4.1.6. St Paul's will usually accept bookings between 8.30am-11pm. Music must stop no later than 10.30pm and music levels must always be played in moderation out of respect for our neighbours. No additional speakers should be used in the Church Hall and details of the type of music planned must be provided at the time of booking.

4.1.7 Clearing away and cleaning up after the event must be completed by 11pm and

must be factored in with regards to event timings (see 4.1.2 above).

4.1.7. For bookings finishing after 6pm, the hirer shall ensure that only their attendees can access the building. The doors must be kept on electronic lock at all times, and in no circumstances the closing mechanism of the door shall be tampered with (including, but not limited to: propped open, de-activation of the code, put on the hook, etc.). If doors are left propped open St Paul's reserves the right to charge a fee of at least £150.

4.1.8. For bookings finishing after 6pm, the last user to leave might have to secure the building. St Paul's Management will let you know if it is your responsibility to do so.

4.2. Caretaking

4.2.1. The use of St Paul's chairs and tables is free of charge but should be requested at time of booking. The hirer is responsible for setting up the equipment as they wish and returning everything in their original place before they leave.

4.2.2. 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.

4.2.4. 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.

4.2.5. Waste and recycling bins are made available throughout our building for general use. For any medium-large event, waste must be taken away by the hirer and no rubbish should be left in, or next to, our external trade bins. There will be a charge for use of our external bins of £150.

4.3. Kitchen and crockery

4.3.1. The small kitchen in the main Church Hall and the Upper Hall kitchenette may be used for refreshments free of charge, provided that the hirer bring their own tea/coffee/sugar/milk, and leave the premises as tidy and clean as they found it (dishes done and back in the cupboards, worktops clean).

4.3.2. The use of any cooking facility other than the water boilers and microwaves are strictly limited to prior agreement. St Paul's reserves the right to request a copy of the Hygiene Certificates of the designated cooks. A separate First Aid officer must also be identified.

4.3.3. The use of St Paul's mugs and teaspoons are free of charge, as long as the hirer washes them and returns them where they found them. Any other use of St Paul's crockery (food provided as part of the event, cooking class etc.) is dependent on prior agreement. The hirer will be invoiced for any missing or broken item. Please refer to Appendix A of the present document for specific terms and conditions related to the use of the kitchen for cooking.

4.4. AV system, Music and sound levels

4.4.1. The AV system and the Grand Piano in the Main Hall are subject to an additional

charge, and are kept locked. It is the hirer's responsibility to leave them in the same condition as they found them and to report any problem to management.

4.4.2. Music in the building should stop at 10.30pm. Hirers must ensure compliance with this condition and St Paul's has the authority to terminate any event in danger of contravening this provision. If there are any complaint from neighbours, St Paul's reserves the right to retain the housekeeping deposit.

4.4.3. St Paul's being in a residential area, the music levels need to be kept reasonably quiet, especially at night and when services are held in the Chapel. For reference, the maximum sound level allowed should not be above 85dB in the daytime, and 75dB at night (Church Hall and Upper Hall). Decibel meters are provided in the AV cupboard.

4.4.4. All bookings involving recorded or live music or performances, or any material under Copyright must be subject to a Licence Application or Temporary Events Notice (T.E.N.).

4.5. Alcohol Consumption and Sale

4.5.1 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 so 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.

4.6. Living together

4.6.1 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.

4.7 Storage

4.7.1 Storage space is very limited at St Paul's Church. All equipment must be removed after any event unless specifically agreed with St Paul's Management

4.7.2. St Pauls may be able to offer storage space if available to regular hirers, this is chargeable at a separate cost and can be quoted by office staff.

5. Values

5.1. 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.

5.2. 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.

6. Church Furniture, Font & The Sanctuary

6.1. 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. Please see photos below.

6.2. No moving of the carved wooden pulpit.

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

6.4. No consuming food or drink on The Sanctuary.

6.5 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.

7. Minimum booking periods

7.1 On Saturdays the minimum booking time is 4 hours for the Church Hall, Upper Hall and Lower Hall. The meeting room must be hired for 8 hours (if not in conjunction with other rooms being hired).

7.2 For out of hours bookings during the working week, the minimum booking period is 2 hours for each of the rooms.

8. Church Guidance on who can hire

We cannot accept bookings for Hen do's, Stag do's, other religious ceremonies, student (18+) parties, live music gigs and events which finish after 11pm. No Christian worship can occur without express permission of the Vicar.

APPENDIX A

Use of the kitchen: preparing and cooking food

- Anyone cooking food must be familiar with the contents of the "Safer Food Better Business Manual", a copy of which is available at St Paul's.
- On any occasion when St Paul's kitchen is used to prepare and/or cook food, an entry will be made in the SFBB diary by the person in charge. This will include the temperature of the food. The same designated person shall be responsible for carrying out the opening and closing checks specified in the SFBB manual.
- The number of people in the kitchen at any one time shall be kept to an absolute minimum.
- Children are not allowed in the kitchen at any time

In particular, all individuals involved in food preparation in the kitchen shall:

- hang up outdoor clothing outside the kitchen.
- wear clean clothes together with protective clothing (aprons) and tie back long hair.
- use the appropriate colour-coded chopping boards as illustrated in the chart on the kitchen wall.
- wash their hands before handling any kind of food, having established that there is an adequate supply of soap and paper towels.
- use blue coloured sticking plasters, available in the kitchen, for any cuts or sores.
- avoid touching face or nose or coughing and sneezing.
- use new or freshly cleaned cloths to wipe work surfaces and throw away used cloths at the end of the event.
- leave the kitchen in a clean and tidy state.
- make sure that all surfaces are washed and disinfected, all utensils, crockery and cutlery have been washed, the appropriate items have been placed in the recycle bins outside St Paul's and that the rubbish bin in the kitchen has been emptied into the outside bin.

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

St Paul's Church & Community Centre

Last updated: September 2024

Next review: September 2025