



## Booking Terms and Conditions for The Junction

### 1. Definitions

PCC	the Parochial Church Council of Christ Church Chorleywood Hertfordshire
Hirer	the person(s), body corporate, or unincorporated association legally responsible for the hire of the Premises
Guest	the Hirer or any person invited or permitted access to the Premises by the Hirer
Premises	as the Church Centre adjacent to Christ Church Chorleywood Hertfordshire
Booking Secretary	the person nominated by the PCC to handle bookings, or their authorised deputy or deputies, who may be contacted via the Christ Church Church Office

### 2. Bookings, Deposits and Confirmation

- (a) Bookings may be made up to **four months** in advance and full payment made one month prior to the event
- (b) A deposit of 25% of the total applicable charge is required on all bookings totalling more than £100 before confirmation is issued. Bookings totalling less than £100 will be required to be paid in full before confirmation is issued. In addition a further minimum sum of £200 shall be paid as a deposit on account of damages, (fair wear and tear excepted) caused to The Junction or its furnishings or fittings by the Hirer or his guests. In the event that no damage occurs the deposit shall be returned to the Hirer within fourteen days of conclusion of the event. The PCC shall not incur any liability for any booking unless the PCC has received the required deposit in full and the booking has been confirmed in writing on behalf of the PCC
- (c) The PCC reserves the right to give notice of cancellation of booking no later than than three months in advance
- (d) Booking times must be strictly adhered to. No function may continue beyond 11pm and music may not be played in the upper part of the building after 10pm and in the lower part after 11pm. The premises must be vacated by 11.30pm.
- (e) No bookings will be accepted from persons under the age of eighteen (18) years.
- (f) PCC reserves the right to refuse a proposed booking if it would be contrary to the purpose and doctrine of the Christ Church, or in order to avoid causing offence on the grounds of religion or belief to persons within the Church of England. PCC or its appointed representative or representatives will make a decision whether such a booking will be refused on a case by case basis with regard to all the circumstances at the time of the application

### 3. Cancellations

- (a) In the event of a cancellation of a confirmed booking by the Hirer the PCC shall be entitled to retain some or all of the deposit as follows :-

<b>Period of Notice of Cancellation</b>	<b>Percentage of Charge Retained</b>
More than 3 months	No charge
Between 8 and 12 weeks	25%
Between 4 and 7 weeks	50%
Less than 4 weeks	100%

- (b) In the event that the PCC is forced to cancel any bookings for reasons beyond its control, the liability of the PCC shall normally be limited to the return of any monies paid

4. **Liability**

- (a) The Hirer will be responsible for all persons and property brought on to the Premises during the period of hire and will indemnify the PCC against any claims in respect of loss, injury or damage sustained by or to such persons or property other than claims in respect of the death or personal injury or loss of property arising solely from the negligence of the PCC, its servants or agents
- (b) The Hirer must provide the PCC with written confirmation that they have insurance to cover public liability for their activities during the period of hire and for the loss or damage to their property and that of the persons attending the function

5. **Health and Safety**

- (a) A Hirer must ensure that the Premises are safe for the purpose for which they intend to use them. They are required to complete details of any accident or incident occurring during their occupation of the Premises which did or could give rise to injury as soon as possible after the accident or incident, but in any case before the Premises are vacated by the Hirer after the event. The Hirer must notify the PCC via the Church Office as soon as possible after the accident, but in any event within twenty four (24) hours
- (b) Fire and safety regulations are to be observed. Hirers should familiarise themselves with the location of fire exits and fire appliances. Access to all doors and fire exits must be kept clear at all times. In the event of fire the Hirer shall ensure that the Fire Brigade is called immediately and all steps taken to evacuate the Premises and ensure the safety of all occupants. The Hirer shall also ensure that the Christ Church contact (as shown on the booking form) or a representative of the church is notified immediately, whether or not on site.
- (c) There is no public telephone at the Premises
- (d) Smoking is not allowed in any part of the Premises
- (e) If required by the PCC the Hirer shall supply a risk assessment in respect of the event

6. **Conditions for the Use of the Premises**

- (a) A Hirer may not use the Premises for the purpose other than that specified in the booking form and agreed in the booking confirmation. The Hirer or its Guests must not, without first obtaining written consent of the PCC, cause or permit :-
  - (i) the introduction of **any electrical equipment** or other works at the Premises, **including amplification and lighting;**
  - (ii) the use of any loudspeaker system or other equivalent outside the Premises.
- (b) A Hirer may not cause or permit any alterations to fixtures or fittings, shall not append any notice, decoration or other item to the walls or ceilings nor the use of nails or screws on the floors, walls or other parts of the Premises. The use of 'glitter' is prohibited on the Premises
- (c) The use of candles or naked flames is not permitted except celebratory cake candles
- (d) The Church adjacent to The Junction is not included in the hire of the Premises and is to be respected as a place of worship
- (e) The Hirer will conserve energy by use of lighting only as required and as practicable
- (f) The maximum number of persons in each part of the Premises shall not exceed those set out by the PCC
- (g) Any instructions showing what furniture may or may not be moved must be strictly observed unless special arrangements have been made in advance
- (h) Before vacating the Premises at the end of hire period the Hirer shall ensure that:-
  - (i) all facilities have been left in a proper, clean and tidy condition with all furniture/equipment replaced in their normal or the storage positions;
  - (ii) any equipment belonging to the Hirer is removed or stored as appropriate;
  - (iii) all rubbish has been removed from the Premises (PLEASE NOTE: RUBBISH IS NOT TO BE PLACED IN THE SCHOOL BINS outside the School or the Church)
  - (iv) all lights have been turned off and the heating left as it was found;
  - (v) all windows are securely locked.

- (i) Hirers holding keys shall ensure the Premises are fully secured before leaving. Hirers not holding keys shall liaise with the appropriate Church representative to secure the Premises before leaving
- (j) The Hirer shall be liable to the PCC for any damage, loss or extra cost resulting from failure to leave the Premises in a proper clean and secure condition
- (k) The Hirer is responsible for obtaining any entertainment, performing rights, copyright, licence or other permissions necessary for activities to be conducted on the Premises during the period of hire. A copy of all necessary licences or permissions must be provided to the Bookings Secretary
- (l) The Hirer is responsible for the conduct of guests while in or adjacent to the Premises
- (m) Use of the kitchen for food preparation and serving is only permitted on the presentation of the appropriate food safety certification.

7. **Child Protection**

- (a) The Hirer shall ensure the activities for children comply with the provisions of the Children's Act of 1989 (As Amended) together with any conditions required by Social Services applicable at the time of the event
- (b) It is the responsibility of the Hirer to ensure that any necessary Child Protection Checks have been undertaken before hire commences. The PCC does not accept any responsibility for the Hirer's failure to comply with this requirement
- (c) The Hirer must ensure that children do not leave the Party Room without being accompanied by an adult
- (d) The Hirer must ensure that children shall not be served or permitted to consume food except in the Party Room

8. **Protection of Vulnerable Adults**

It is the responsibility of the Hirer to ensure the protection of any vulnerable adults using the facilities

9. **Discrimination**

The Hirer shall ensure that all current legislation and regulations are complied with so as to ensure no discrimination takes place regarding race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age.

10. **Food and Beverage**

- (a) The serving and consuming of food and beverages to Guests is only permissible in areas designated within The Junction for that purpose. Intoxicating liquor may not be sold on the Premises or provided free of charge to persons who have paid admission to the Premises unless the appropriate Temporary Event Notice has been authorised by the Licensing Authority and a copy filed with the Church Office in advance of the event
- (b) The Hirer is responsible for damages and/or breakages to any tableware, glassware and dinnerware provided as part of the hire of the Premises
- (c) It is the responsibility of the Hirer to ensure that all statutory food requirements applicable at the time of the event are complied with

11. **Audio Visual System & Equipment**

The Hirer may not use the Church audio visual system and equipment unless this has been agreed as part of the of the hire of the Premises and shall not connect in any way their own systems with those installed within the Church or The Junction

12. **Catering Equipment**

The catering equipment, cutlery, crockery and glassware is not included in the hire

13. **Vehicle Parking**

- (a) There is a large gravelled parking area immediately in front of The Junction on the Common and there are overflow parking areas in the immediate vicinity

- (b) Under no circumstances should vehicles be parked either on the main highway going passed the Church and The Junction or in the roadway leading from the main road up to The Junction entrance as this will obstruct emergency vehicles if necessary
- (c) During school term and school hours parking is forbidden on the tarmac area immediately in front of the Church School which is reserved both as a school playground and for school emergencies. Parking is available on the overflow area at the side of the Common.
- (d) With permission from the PCC/Booking Secretary, vehicles can be brought onto the tarmac path in front of the church to load/unload. Vehicles must be moved to the car park immediately after unloading/loading as they would otherwise obstruct emergency vehicles. Under no circumstances can vehicles be driven onto the York Stone patio area immediately in front of the entrance to The Junction.

14. **Sanitary Facilities**

Toilet facilities, including a disabled toilet and baby-changing facility are provided

15. **General**

- (a) Notwithstanding anything contained in these Terms and Conditions the PCC will not be liable for any failure to perform its obligations to the Hirer in whole or part as a result of any of the following circumstances :-
  - (i) failure of supply of electricity or gas;
  - (ii) strikes;
  - (iii) other industrial action;
  - (iv) fire at or near the Premises;
  - (v) leakage of water or flood at or near the Premises;
  - (vi) civil unrest, dispute or commotion;
  - (vii) an act of God;
  - (viii) legal action against the PCC not resulting from its negligence preventing the supply of services