ST ANDREW'S CHURCH, CHERRY HINTON: SPRINGSTEAD COMMUNITY LIVING ROOM (CLR)

Terms and Conditions of Hire

CONTACT: Lucille Fairclough (Business Manager) Office@standrews-cherryhinton.org.uk

By making a payment to St Andrew's Church to hire the Springstead Community Living Room you agree to the conditions listed below and you understand that we may charge you (either from your refundable deposit or by invoicing you directly) for any time or costs that have been incurred by us as a result of you not following them:

1. A booking form needs to be completed by all hirers of the Community Living Room
2. The hirer will only enter the Community Living Room at the time stated on the booking form and the building will only be used as agreed at the time of booking
3. Payment details are shown on our invoice and payment must be made in advance of the event
4. Access arrangements (usually via a key safe) will be made available in the week before your event
5. The Community Living Room must be left clean and tidy for the next user. All used crockery and cutlery must be washed thoroughly and returned to the correct cupboards. The floors can be swept and vacuumed if needed; cleaning items are kept in the cleaning cupboard (with the door clip-locked shut) and must be returned there after use. We recommend taking photographs of the building as you leave in case there is a complaint about the condition of the venue
6. If the Community Living Room is not in a reasonable condition when you arrive, please take photographs and send them to our Business Manager (above) so we can follow up with the culprits
7. An emergency number will be supplied with our access instructions but if our staff need to attend the site to deal with an issue caused by your use of the building that is not a genuine emergency, we will charge a minimum of £35 as a call out fee. Other charges may also be applied if applicable
8. Party decorations and/or other items must not be attached to the walls or ceilings
9. Before you leave, it is essential you check that a) all doors & windows are LOCKED, b) all lights, appliances, taps & radiators are OFF, c) no indoor items have been left out in the garden, d) all knives & scissors are in the HIGH kitchen cupboard, e) all cleaning items are in the CLIP-locked cupboard
10. Please lock the front door using the key and return it to the key safe with the digits scrambled
11. Please use your own rubbish sacks and take your rubbish home with you
12. Any breakages should be replaced or paid for by arrangement. Any damage to the Community Living Room, including the loss, removal or theft of property shall be charged at replacement cost
13. The hirer is responsible for having their own public liability insurance, where this is relevant
14. The hirer will need to ensure that they comply with the relevant legislation (where appropriate) if they are working with young people or vulnerable adults. Regular users of the Community Living Room are required to provide confirmation of relevant safeguarding policies
15. Music or other noise or activity engaged in by users should be carried out at a volume and in a manner that will not disturb our neighbours or others using the Community Living Room
16. The hirer will be responsible for health and safety for the period they invite individuals on to the premises, ensuring that all fire and safety regulations are observed when using the building and that fire exits are kept clear at all times. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to the misuse of fire equipment shall be charged to the user. The hirer must familiarise themselves with fire evacuation procedures and the location of fire exits in the building and they should make all persons attending aware of this information
17. There is a no-smoking and no vaping policy in the Community Living Room and the garden area
18. The hirer and any guests must park responsibly and not block any residential driveways
19. The use of bouncy castles can easily lead to injuries so the use of a bouncy castle in the garden of the Community Living Room is permitted only if a) the request is detailed on the booking form, b) the hirer uses our authorised supplier, Lily's Inflatables (Newmarket 07852 259285) and, c) the hirer adheres to the Terms and Conditions provided by Lily's inflatables and follows all instructions and recommendations