



St Mark's Church and Church Hall Hire

Terms & Conditions of Hire & User Guidelines

1. Booking & Confirmation

- Bookings are provisional until the completed booking form and non-refundable deposit are received.
- Bookings are held for a maximum of 7 days. After this, the slot may be offered to others.
- Full payment is required at least 7 days before the event, unless otherwise agreed in writing.
- A refundable security deposit may be required, returned after inspection, less any deductions.

2. Use of the Premises

- The Hall may only be used for the agreed purpose.
- Sub-letting or transferring the booking is not permitted.
- Events must be compatible with the values of a Christian community.

3. Supervision & Responsibility

- A responsible adult must be present throughout the hire.
- Adequate supervision is required, especially for children's events.
- The hirer is responsible for conduct and safety of attendees.

4. Fire Safety & Emergency Procedures

- Know the fire exits, extinguishers and assembly point.
- No open flames, fireworks or smoking are permitted.
- The hirer is responsible for emergency actions during the event.

5. Insurance & Indemnity

- If utilizing a bouncy castles, hirers (and/or provider) must have public liability insurance of at least £1 million.
- Private events may be covered under church insurance, subject to confirmation.

6. Safeguarding

- Safeguarding policies must be followed for events involving children or vulnerable adults.
- All concerns must be reported immediately to the Church Safeguarding Officer.



7. Alcohol & Licensable Activities

- No alcohol may be brought or sold without written permission and relevant licences.
- A Temporary Event Notice may be required and must be shown in advance.

8. Noise & Respect for Neighbours

- Music must finish by 10:30pm (Sun–Thu) or 11:30pm (Fri–Sat).
- Ensure guests leave quietly.

9. Cleaning & Tidiness

- Leave the Hall clean and tidy. All furniture must be returned.
- Cutlery and crockery must be washed, dried and returned to cupboards.
- All rubbish must be bagged and put in outside bins.
- Please bring your own tea towels and bin liners.
- Report any damages or breakages.

10. Electrical Safety

- All equipment brought in must be PAT tested.
- No trailing wires or unsupervised charging allowed.

11. Furniture & Equipment

- Return all equipment and furniture to its original place.
- Do not access storage areas without prior permission.

12. Parking

- Use only designated parking areas.
- Do not block emergency access routes.

13. Right of Entry

- Church staff and emergency services have the right of access at all times.

14. Prohibited Activities

- No smoking, illegal substances, fireworks, or fly-posting.
- Do not tamper with fixtures or fittings.

15. Loss, Damage & Deposit Deductions

- Deposits may be retained for damage, cleaning, or rule breaches.
- Additional charges will be invoiced.

16. Cancellation by Hirer

- Notice must be in writing.
- >8 weeks: Full refund. 2–8 weeks: 50%. <1 weeks: No refund.



17. Cancellation by St Mark's

- The church reserves the right to cancel in exceptional circumstances with a full refund.

18. Feedback

- Please share any feedback by emailing sarahluxfords@gmail.com