

STROUD CONGREGATIONAL CHURCH  
CHURCH HALL AND JUBILEE ROOM HIRE.

1. The Church Hall and Jubilee Room may be hired from 8.00am to 11.00pm Monday to Saturday. Sunday afternoon hire may be possible with the permission of the diaconate.
2. These rooms form part of the Stroud Congregational Church and use of the rooms must not conflict with the aims and ethos of the church. On occasion it may be necessary to cancel hire at short notice, though in all cases the maximum notice possible will be given.
3. The minimum period of hire is 3 hours. The period of hire shall include time for preparation and clearing up after the event. If any function extends beyond the period of hire the Hirer shall be responsible for paying additional fees in accordance with the scale of charges. The Diaconate or caretaker reserves the right to insist that a function commences and terminates at the times stated by the Hirer on the application form.  
The charges are determined by the Diaconate and subject to annual review.
4. The hired rooms shall not be used for any other purpose other than the permitted use. The Hirer shall not sublet or let any other person or organisation use the hired premises without the prior consent in writing of the Caretaker.
5. The Church Hall and Jubilee Room are equipped with facilities to make tea/coffee. Hirers of the Church Hall may wish to have use of the kitchen, which is available at an extra cost. Cups and saucers are provided but Hirers must ensure that all crockery and kitchen facilities are left clean at the end of the period hire. It is the responsibility of the Hirer to provide their own cloths, tea towels, washing up liquid and rubbish bags.
6. The Hirer must remove all rubbish at the end of the period of hire. Failure to comply with this rule will result in the church having to dispose of the rubbish and the costs will be charged to the Hirer. Repeated failures to remove rubbish will lead to future bookings being cancelled.
7. The Jubilee Room is suitable for small meetings with maximum seating of 25. If tables are required for the activity this will substantially reduce the seating capacity.  
The Church Hall has a seating capacity of approximately 80 but use of tables will reduce this number.
8. At all times fire exits must be kept clear. It is the responsibility of the Hirer to ensure that they are aware of the fire evacuation procedure.
9. The car park is NOT available for the use of the Hirer. With the permission of the Diaconate it may be possible for the Hirer to park in the car park. If such permission is given, cars may only be parked in the car park while the Hirer is within the building. There are numerous car parks nearby and disabled parking is available in Fawkes Place.
10. The rooms are not available for children's parties or child activities due to the risk of damage to the pillars, walls and pipes (see below). Caretaker's discretion.
11. Many of the surfaces in the rooms, including walls, pillars and pipes have been coated with a special fire-retardant paint.  
It is the responsibility of the Hirer to ensure that nobody climbs on the pillar and pipes or otherwise damages the surfaces.

12. Posters and notices may only be put on the designated notice boards for the duration of the period of hire.
13. People wishing to advertise events must ask permission from the caretaker to place posters.
14. NO alcohol may be sold in the building. Any Hirer wishing to service alcohol has the written permission of the diaconate.
15. NO gambling may take place on the premises except with the written permission of the diaconate. If such permission is given the Hirer shall be responsible for complying with the Betting, Gambling and Lotteries Act 1966 and all other relevant provisions including the obtaining of the any necessary licenses and permission.
16. Hirers who wish to play copyright music must ensure they have the relevant Performing Rights Society Limited license and permission.
17. No dogs or other animals are allowed within the building with the exception of guide/assistance dogs on leads.
18. Any electrical equipment brought onto the premises must be fit for purpose and have a current PAT TEST certificate.
19. All Hirers are expected to leave the rooms in a clean condition. Basic cleaning equipment can be found in the “broom cupboards”. (1 Situated opposite the ladies toilet, second in the front entrance hall next to kitchen). If in the opinion of the caretaker, the hired rooms are left in an unsatisfactory condition, the Hirer shall pay to the church the costs involved in cleaning.
20. The Hirer shall be responsible for ensuring that no damage is caused to the hired premises or any fixtures or fittings therein.  
In particular the Hirer shall ensure that no equipment or materials are dragged across the floors and that no nails, screws etc. are driven into the fabric of the building. The Hirer shall ensure that no paste, gum or other adhesive is used to fix posters or other material to the fabric of the building.
21. A “damages deposit” and a “key deposit” may be demanded by the Diaconate.
22. The hired rooms and every other part of the building must be open at all times to the caretaker and member of the diaconate.
23. Stroud Congregational Church cannot accept responsibility for any activities for those hiring rooms. Hirers are therefore asked to ensure that their own Public Liability Insurance is arranged to cover against any claim made against them in respect of any activity that they are responsible for, any equipment they bring on the premises or any damage caused to the premises.
24. NO SMOKING is allowed anywhere on the church premises.
25. The Hirer is responsible for ensuring that all food is serviced safely and that all hygiene regulations are complied with.