

BOOKING AGREEMENT – One off Private Booking

This page contains the terms of use of All Saints' Church Centre as well as some basic information to help you get the most out of your activities with us. **Please read it carefully then complete and return the slip below.**

Who We Are

All Saints' Church Centre is run by All Saints' Church as a means of serving and engaging with local people rather than as a profit driven business. We ask that all those who use the centre respect the fact that it is part of a Christian church and as such certain activities and practices e.g. Halloween/Yoga, are not permitted on the premises.

Booking Times

The centre will be opened for you at the time shown. Please **do not attempt to gain entry earlier** than or stay later than the times stated on the Invoice, additional time must be booked and paid for in advance. **PLEASE DO NOT** go to the vicarage.

Security

Your safety and security is very important to us and because of this we have installed an electronic locking system on the main doors. Once the door has been opened the door will remain unlocked for only 20 seconds at a time. **Please Do not attempt to wedge the door as this will damage the mechanism.** We are unable to take any responsibility for loss or damage to any possessions so please keep valuables out of sight and take sensible security measures at all times.

Safeguarding

A copy of All Saints Safeguarding Protection Policy is available on our notice board in the foyer. It is your responsibility to be aware of the contents of the policy and to ensure the protection of children and vulnerable adults attending your function.

Accidents

All accidents that occur on our premises, no matter how minor they seem, should be recorded in the accident book. This is kept in the kitchen next to the microwave cooker and the completed record should be given to a member of staff or put in the post box above the photocopier in the foyer.

Insurance

You are responsible for the safety of your group. It is the responsibility of all groups/individuals to organise and provide suitable insurance for themselves and their activities.

Emergency Procedure

Instructions in the event of an emergency such as fire are displayed in each room so please read them and check you know where the exits from the building are. Large bookings should organise a suitable number of stewards to assist in an emergency. It is your responsibility to know who is in your group and you should keep a record of those present at your event. With the exception of birthday candles **no candles** maybe used on the premises unless discussed with the centre Manager first.

Payment

Payment must be made 3 weeks before an event takes place unless the Centre Manager has agreed to invoice you after the event. Any equipment or extra facilities you require should also be booked and paid for in advance.

Kitchen & Food Preparation

If you are arranging your own catering, you must ensure you comply with all relevant Health and Safety/Food Hygiene Regulations. We strongly advise all those using caterers use a registered food business with a 4 or 5 Food Hygiene Rating this will help to protect you and your guests. Please be aware that you may be sharing the facilities within the kitchen, and must leave the area clean and tidy AT ALL TIMES!

Parking

We have very limited onsite parking and cannot guarantee availability. Reserved spaces for deliveries, caterers and the disabled should be arranged in advance.

Recycling & Rubbish

We provide bins for recycling only. **All non-recyclable waste must go home.** Waste food can go in the brown caddy. If you are catering for your group (e.g. a party) then **you must bring your own black bin sacks and must take your non-recyclable waste away with you.**

Cleaning & Damage

Please ensure you leave rooms clean and tidy. A vacuum cleaner, brush, dustpan and mop will be available for your use if required. Please report any damage to a member of staff immediately.

Further Instructions

Please follow any additional advice or instructions given by members of our staff. Failure to do so, or to adhere to any part of our terms of use, may result in the immediate cancellation/suspension of your booking.

If you have given us a deposit, please be aware that any breach of the terms and conditions or failure to comply with any requests or instructions from members of staff or damage to the property of the church centre may result in the deposit being retained by us.

Cancellation Fee is 25% up to 2 weeks prior to the event, 75% up to 48hrs and thereafter full payment will be expected.

This will be carried out at our discretion. We reserve the right to apply an administrative cost to any cancellations.

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I have read, understood and agree to the conditions listed above on behalf of my group/organisation and agree to follow all the instructions from the staff of All Saints' Church Centre:

Signed:

Date:

Print Full Name:

Organisation and/or Event:

Date of Event: