

Venue: Church House, Kent Gardens, Birchington, CT7 9RS

Emergency Contact During Hire: Loraine Bant | Churchwarden | T: 07835 330562

Bookings

Mia Ottley | Parish Administrator | T: 01843 840777 (office hours) | E: parishclerkasb@gmail.com

How to Pay and Cancellations

- By BACS to: Birchington PCC | Sort code: 40-10-43 | Account: 90004952 | Ref: CH/Date/Name
Payment is required at least two weeks in advance of the booking.
- **A cash deposit of £30 will be required upon collection of the key. This will be returned after you return the key and once the hall has been inspected. Please be advised you will not receive this deposit back if the hall is left unclean or rubbish is left behind.**
- Block hire: failure to provide a minimum of seven days' notice will incur a 50% charge.

CONDITIONS OF HIRE

- The hirer is responsible for the supervision and protection of the fabric and contents of the building, together with the behaviour of all persons during the period of hire.
- **No set-up time is included unless agreed and paid for. Please do not try to enter the building until your booking start time**, and leave the building at the end of your timeslot.
- Please ensure that all crockery, cutlery and other kitchen utensils are washed and put away. Please bring your own tea towels for hygiene reasons. The dishwasher is for church use only.
- Please check that all small electrical appliances in the kitchen are unplugged and that the oven and hobs are switched off. (Please leave fridges and freezers running).
- Please stack chairs in piles no greater than 5 facing the wall opposite the window. There should only be ten stacks of five chairs. Stack tables sideways in the trolleys so they cannot fall out.
- **The building must be left clean and tidy. Please sweep the floors thoroughly before leaving, cleaning up any spillages. There are mops and brooms in the entrance lobby. Bring your own black sacks and take away all of your rubbish.** Please inspect all toilets, clean if required and flush. **Remove all rubbish and recycling.**
- Please turn the thermostat to at least 15 degrees before leaving.
- **As you leave, please switch off all lights, ensure the front door bolts are fully engaged and lock the door.**

HEALTH & SAFETY

- The maximum number of persons permitted is: Hall - 70; Committee Room - 16.
- There is a first aid box in the kitchen.
- Fire exits are via the front door and the emergency fire door at the back of the Hall.
- Fire exits must not be blocked.
- If you are cooking or serving food on the premises, please be aware of the Thanet District Council regulations regarding food allergies. There is an on-line food safety course for people wishing to cook and serve food and the regulations are displayed in the kitchen.
- All activities in Church House are at the hirer's risk. You may wish to have a risk assessment.
- There is no storage at Church House, please remove all items at the end of the hire.

SAFEGUARDING

- If the hire involves the attendance of young persons or vulnerable adults, the hirer must ensure that appropriate Safeguarding Procedures are in place. The hirer must ensure that all adults present are aware of and implement these procedures.
- The hirer will be responsible for ensuring that appropriate DBS checks will be carried out for people involved with young people or vulnerable adults during the hire. For hires involving young people and vulnerable adults, a responsible adult must be present.

LICENSING

- It is the hirer's responsibility to obtain alcohol and performing rights licences, if required.
- Hires may not be used for gambling, including Race Nights. Raffles and tombola are permitted.

HIRE FEES

- Session Fee: Hall - £50 | Committee Room - £35 | Non-profit: Hall - £45
- Sessions: AM - 9.00-1.00pm | PM: 1.00-6.00pm | Evening: 6.00-11.00pm

REVIEW

- Conditions of hire, including hire fees, are subject to review.