

## **Terms and Conditions:**

### **Cancellations**

If we need to cancel your booking we will try and give you as much notice as possible and refund any deposit paid. Unfortunately, we will not be able to pay any other form of compensation. If you need to cancel the booking, please give us as much notice as possible and we will endeavour to return any monies paid providing no additional costs have been incurred.

### **Payment**

Once a booking has been agreed, a deposit of £30 will be taken to secure the date. The balance of payment will be required in advance of the event.

Payment methods:

- Cheques to be made payable to "St Stephens PCC".
- Cheques or cash should be paid directly at the church office or posted to the Church Operations Administrator at St Stephen's Church, Bird Steet, Broadgate, Preston, PR1 8DY.
- Internet payment to HSBC, Sort Code 40-37-25, Account Number 30724645, Account Name St. Stephens PCC. Please give your name and the date of the event as a reference.

### **Any restrictions on use?**

As a Church we ask users of the facilities to be in agreement with the ethical basis of the Christian faith and we reserve the right to decline use of the buildings at our discretion.

### **Safeguarding**

St Stephen's Church has adopted the Diocese of Blackburn's Safeguarding Policy and it is the responsibility of the Hirer to either provide a copy of their own safeguarding policy before the letting is agreed or obtain a copy of the St Stephen's policy from the Church Operations Administrator. The Hirer will then sign on the letting agreement that they are willing to abide by it.

### **Insurance**

It is the responsibility of the Hirer to ensure they have adequate insurance for their event.

### **Alcohol**

The church buildings are not licensed for the sale of alcohol. We would also respectfully ask that you do not allow the consumption of alcohol on the premises or in church grounds.

### **Noise**

Please be aware of our neighbours during your event and keep noise levels to a minimum especially when using the outside areas.

### **Emergencies**

Please familiarise yourself with the location of fire exits and alert members of your event where to go should a fire occur. Please ensure that fire exits are kept clear and that signs are not obstructed by posters/decorations. There is a green first aid box located in the entrance hall. Please feel free to use this if required but we would be grateful if you could advise us so that we can re-stock as necessary. If an accident or incident occurs, then please add the details to the incident book located with the first aid box in the entrance hall and inform the keyholder at the end of the session.

### **Cleaning**

We would be grateful if you could clean and tidy following your event so that the rooms are ready for the next group. Please remove all decorations and ensure that all food waste is removed from the kitchen and placed in the grey bins in the car park area. Please also ensure that the toilets are as you would expect to find them, with nappy waste removed and any obvious spillage mopped away.

### **Keyholder Responsibilities:**

- To open and close the building for the event
- To receive checklist from event organiser.