

Conditions for One-Off Booking of St Luke's Hall

Summary:

- Rental for one-off bookings will be charged at **£23 per hour**.
- The hours booked for rental must include time for set-up and take down for any party or event.

Booking

- Booking is made through the online booking service which can be accessed on our website: <https://stlukesramsgate.org/hall/> and is done by providing credit or debit card details. These details are not held by St. Luke's but securely by *Stripe* (<https://stripe.com>) an international online payments platform.
- The booking will be reviewed by the bookings manager as soon as possible and will approve the booking, take payment and contact the hirer to confirm details. If there are any concerns about the booking or a clash in bookings, the bookings manager will contact the person booking to resolve the issues.
- The booking manager (or a delegated person) will contact the hirer a few days before the date of the booking to arrange opening up.
- No deposit is taken, but we reserve the right to charge up to a further £50 after the hall is hired to cover any damage done to the hall, cleaning costs due to the hall being left in an excessively dirty state (see 2c below) or failure to vacate the hall on time. In the unlikely event that this happens we will inform the hirer first.

Booking in other ways:

- We will ask you to complete a booking form and submit to us. This could be done using the events application form: <https://stlukesramsgate.org/events-application-form/> or you can request a paper copy from us.
- We will let you know if your booking is possible within seven days.
- We will ask for 20% of the rental cost to secure the booking. This is non-refundable. The rest of the rental should be paid 7 days before the booking.
- In addition we will also ask for a £50 deposit to be paid at the time of securing the booking, this will be returned within 7 days of the completion of the booking, unless it is required to cover any damage done to the space or cleaning costs due to the space being left in an excessively dirty state (see 2c below) or failure to vacate the space on time.

Terms and Conditions

1. Terms:

- a. "*Hirer*" refers to the party named in the online booking or on the paper booking form.
- b. "*PCC*" refers to the Parochial Church Council of St. Luke's Ramsgate, which is the charity that has legal responsibility for the care and management of the space.
- c. "*Space*" refers to St. Luke's Main Hall.
- d. "*Rooms hired*" refers to the areas of the *Space* that the hirer can have sole access to during the *session*, apart from exceptions listed below (1e.). All *hirers* will have access to the main hall, the kitchen and toilets shown on the space plan. The *rooms hired* will be the main hall unless otherwise stated.
- e. Exceptions to sole access include:
 - i. allowing other space users to access their rooms when there is no other way for them to do so.

- ii. allowing access of church staff to carry out emergency repair work, when this cannot be done at another time.
 - f. “*Session*” refers to the time period that the *PCC* agrees to allow the *Hirer* to have access to the *rooms hired*. This is the time slot booked online or on the paper booking form.
 - g. “*Session Rate*” refers to the amount that the *Hirer* agrees to pay the *PCC* for the *rooms hired* for each *session*. This will be **£23 per hour**.
 - h. “*Excluded Activities*” are those that the *PCC* has deemed will not be allowed on its premises. (See 2f below).
 - i. “*Space plan*” explains where key items are stored and other key information in the space.
2. The *Hirer* will:
- a. Either:
 - i. Provide debit or credit card details through the online booking system so that payment of the *session rate* can be charged no more than 6 days before the actual booking. The hirer can cancel at any point up to 6 days before the actual booking with no charge being made. The hirer agrees that up to £50 can be further charged on the debit or credit card to cover the cost of any damages, cleaning costs due to the space being left in an excessively dirty state (see 2c below) or failure to vacate the space on time.
 - Or:
 - ii. Pay 20% of the session rate to secure the session along with a £50 deposit. The £50 deposit will be returned within seven days of the completion of the session unless there needs to be a charge to cover the cost of any damages, cleaning costs due to the space being left in an excessively dirty state (see 2c below) or failure to vacate the space on time. The remainder of the session rate should be paid seven days before the session.
 - b. Will only use the space during the *session* times indicated in the online booking or on the booking form.
 - c. Ensure that at the end of any *session* the *rooms hired* are left clean, tidy and clear of rubbish. This includes:
 - i. Floors swept if they have been made noticeably dirty
 - ii. The kitchen, if used, is left clean, with special attention to the cooker top and all surfaces.
 - iii. The toilet(s) (WC bowls, washbasins, floors) cleaned if noticeably soiled in any way.
 - iv. All rubbish to be removed.
 - d. Any furniture is returned to the place specified on the space plan.
 - e. Ensure on departure that:
 - i. All lights are turned off.
 - ii. All heaters and any cookers are turned off.
 - f. Report any problems including:
 - i. Any damage to the space or appliances should be reported immediately to the bookings manager or vicar (01843 592562).
 - ii. Any concerns about the state of the space should be reported to the bookings manager bookings@stlukesramsgate.org or online: <https://stlukesramsgate.org/maintenance-reporting-form/>.
 - iii. Any emergency situation (e.g. flood, fire, electrical failure or lack of heating) to the vicar on 01843 592562 or bookings manager.
 - iv. Any accidents, incidents or near misses using the accident report booklet in the First Aid kit the location of which is indicated on the ‘Space plan.’
 - g. Ensure that the following *excluded activities* are not allowed in the space: (*depending on space)
 - i. *Consumption of alcohol
 - ii. Consumption of any illegal drugs.

- iii. Gambling
- iv. Smoking inside the space.
- v. Excessive noise that will cause a nuisance to the neighbours
- vi. Any animals, except by special agreement, with the exception of guide dogs or assistance dogs.
- vii. Any obstruction of the fire exits.
- viii. There are no more than ?? adults seated in the space or ?? adults standing (see fire risk assessment)
- ix. Any illegal activity.
- h. Ensure that parked cars are not blocking any driveways or doors.
- i. Ensure that due attention is paid to health and safety in the use of the space. In particular ensuring that due attention is paid to:
 - i. The PCC's Health and Safety Policy
 - ii. The Space's fire risk assessment
 - iii. Completing their own necessary risk assessments and where relevant child and vulnerable safeguarding procedures
- j. Ensure they have the necessary insurance to protect themselves and their users. The *PCC* cannot be held liable for any accidents, damage or injuries caused as a result of using the *space*.

3. The *PCC* will:

- a. Allow access to the *rooms hired* during the *session* to the *hirer*.
- b. Provide someone to enable access to the *rooms hired* at the start of the session.
- c. Where necessary to provide someone to check and lock the space at the end of the session.
- d. Ensure that the *space* is kept to a reasonable standard of cleanliness and that there is a sufficient provision of toilet rolls, hand towels and equipment to do basic cleaning.
- e. Provide the furniture available for use listed in the Space Plan.
- f. Provide gas, electric and water utilities to ensure sufficient lighting, heating and cooking as needed by *hirers* during their *sessions*.
- g. Provide insurance cover for the space, which includes insurance against property damage and public liability.
- h. Retain any personal data collected in connection with this contract in line with the PCC's Privacy Notice.
- i. Make relevant policies available either online or in the *space*.
- j. Respond as quickly as possible to any concerns or problems raised.
- k. Not accept responsibility for any losses arising whatsoever, whether material or otherwise, in the event of it having to cancel any *sessions* for reason beyond its control.