

# Saints Philip and James Parish Church, Up Hatherley and The Reddings Church Centre Hire

The Church Centre provides an ideal venue for meetings and social events, with kitchen facilities and a bar if required. The main hall is licensed for a maximum of 100 people. However, for an event that involves a meal served at tables, the maximum that can be accommodated is 80.

Long term regular lettings are available. Please contact the Church Office for details.

The Main Hall can be booked by the hour or by the session. The session times are:

Morning – 8.30am to 1.30pm    Afternoon – 1.30pm to 6.30pm    Evening – 6.30pm to 11.30pm.

There is a special rate for children's parties – see below.

To book the main hall, please complete the attached form and return it to the Church Office, with a 25% deposit. (Full payment is required for children's parties.)

Please note that the start time you give on the Booking Form is the time at which the Centre will be opened for you. For most events it will be necessary for you to allow time to set up the room before people arrive. Similarly, the end time is when you will leave the Centre, after cleaning and clearing everything away.

## The charges for hiring the Main Hall in 2017/2018 are as follows:

	<b>Commercial Organisations</b>	<b>Private Events &amp; Community Groups</b>
Weekdays – daytime	£15/hour £60/session	£10/hour £40/session
Weekdays – evening, after 6.30pm	£18/hour £72/session	£14/hour £56/session
Weekends – day and evening	£20/hour £80/session	£16/hour £64/session
Use of kitchen and equipment	£12	£12
Provision of a bar	£25/session	£25/session

## Children's Parties

The **special rate** for a Children's Party is £40, including the use of the kitchen.

The rate applies to parties held in morning and afternoon session times only

The maximum age permitted is 12 years old

This is for a 3 ½ hour period, which allows for 45 minutes set up time, a 2 hour party and 45 minutes for clearing up afterwards.



**We encourage Hirers to take their own rubbish home and recycle where possible**

# Saints Philip and James Parish Church, Up Hatherley and The Reddings Church Centre Booking Form (Single Event)

*Please return completed form to: SS Philip & James Church Office, Cold Pool Lane,  
Up Hatherley, Cheltenham, GL51 6HX.  
Telephone 01242 570961*

Name (Person Responsible) .....

Organisation (if applicable) .....

Address .....

.....

Telephone ..... Email .....

## Details of Booking

Date: .....

Time from which access to Centre is required: .....

Time at which Centre will be vacated: .....

Type of event: .....

Approximate number attending: ..... Age of child (children's parties only): .....

Facilities Required: Main Hall Yes / No Bar with staff Yes / No  
Use of Kitchen Yes / No

## Booking Charge

	Charge
Children's Party (£40 including use of kitchen, 3 ½ hours)	.....
Daytime Sessions: ..... (number of sessions) @ £.....	.....
Evening Session @ £..... (See price list)	.....
Daytime Hours: ..... (number of hours) @ £..... (See price list)	.....
Evening Hours: ..... (number of hours) @ £..... (See price list)	.....
Use of kitchen and equipment (£12)	.....
Licensed bar with staff from ..... to ..... (£25 per session)	.....
<b>Total Charge</b>	<b>£ _____</b>

I apply to book the Church Centre as detailed above and I agree to comply with the Conditions for Hiring on the reverse of this form.

I enclose £..... (cheque / cash) as payment in full / 25% deposit. (Full payment is required for a Children's party). Please make cheques payable to Up Hatherley PCC.

**Signature** ..... Name (if different from above) .....

## *For office use*

I confirm your booking, as above, and enclose a receipt for your payment of £ .....

Receipt No: .....

Signature ..... Date .....

# **Saints Philip and James Parish Church, Up Hatherley and The Reddings**

## **Conditions for Hiring the Church Centre**

**The Hirer (the person named on the application form), by signing the application form, agrees to the following terms and conditions:**

1. For children's parties, the full fee is required at the time of booking and is not refundable. For other bookings, a 25% deposit is required. The balance is required 14 days prior to the date of hire. If the balance is not received 14 days before the event, the Parochial Church Council (PCC) may cancel the booking or require payment of the balance in cash.
2. In the event of a cancellation more than one month before the event, the deposit will be returned less a £10 administration charge. If a booking is cancelled less than month before the event, the deposit will not be returned.
3. The start time of the booking is when a representative from the PCC will attend to unlock the Centre, and the end time is when they will close the Centre. The Hirer must book sufficient time before the start time of the event to make preparations, and also afterwards to clean and clear up.
4. After the event, the Hirer is responsible for cleaning and leaving the Centre in a tidy condition, with everything returned as found. Cleaning materials are provided in the kitchen.
5. Parties for 13-21 year olds are not permitted. At parties for children adequate responsible adult supervision must be present throughout the event.
6. All activities that take place in the centre must be consistent with the general policies of the PCC. This to be determined when the initial enquiry for the use of the Centre is made.
7. The centre is hired solely for the purpose stated by the Hirer on the application form. No sub-letting will be allowed
8. The Hirer is responsible for the replacement of any equipment or Centre property damaged or stolen from the Centre during the period of hire. Where use of the Kitchen is required the PCC reserves the right to charge a refundable deposit on crockery etc. at the time of booking.
9. The PCC will make every effort to ensure that the space and equipment requested on the application form will be available to the Hirer, but cannot be held responsible for the unavailability of equipment etc., due to unforeseen circumstances.
10. The PCC cannot be held responsible for any loss or damage sustained by those hiring the premises. It also draws attention to the Food & Safety regulations displayed in the kitchen.
11. The Hirer agrees to abide by the Children's policy adopted by the PCC (a copy of which is posted on the notice board of the Church) and accepts responsibility for the care and welfare of any children attending the function.
12. When a bar is provided, no drinks, other than those served by our bar staff, will be allowed in any room of the Centre without the permission of the Licensee. When we do not provide a bar, with the permission of the Licensee, the Hirer and attendees can bring their own drinks, but cannot make any charge. Drinking is not permitted in the Foyer or outside the front of the Centre.
13. To meet current Health and Safety regulations, in the case of an accident, the Hirer must complete an Accident Report Form. These are kept in a file above the freezer in the kitchen. The form is to be handed in at the completion of the hire period.
14. Noise: The close proximity to local housing requires all those using the Centre to be sensitive to the nuisance caused by excessive noise, particularly amplified music and loud speaker systems. Lettings may be terminated if, following request, noise levels are not controlled. The opening and closing of windows and doors will be controlled by the Centre staff to limit noise transference.
15. Parking: There is a large car park adjacent to the Church for use by the Hirer. The disabled parking spaces by the main door should be left available for disabled or emergency access. This area can however be used for unloading and loading at the start and end of the hire period.
16. In accordance with the Centre's Entertainment Licence and the Justices 'On' Licence, all entertainment and sale of alcohol must end at 11pm.
17. In accordance with the Health Act 2006 smoking is prohibited in the Church Centre. Smoking bins are provided at the entrance and rear of the building.