**St Oswald’s Church, *Coney Hill, Gloucester***

**ST. OSWALD’S CHURCH HALL**

*Information and Conditions of Hire*

As from September 2012

1. A booking will be final if:

a) An annual or period contract has been signed by both parties

b) A single use form has been signed and a £25 deposit received.

2. The cost for the single hire will be paid when collecting the key for access.

3. Contract hirers should pay by banker’s standing order, payable on the 28th of the month

4. Smoking is prohibited on the premises and in the church grounds.

5. The sale of alcohol without a licence is forbidden by law.

6. On arrival, please note the locations of fire exits and fire extinguishers, ensuring they are kept free from obstructions.

7. The hirer is responsible for all activities taking place during the letting time, ensuring that all obvious health and safety precautions are taken.

8. Children are not allowed in the kitchen except when actively supervised.

9. Items in open kitchen cupboards may be used, but must be replaced in good order.

10. At the end of the session, **all rubbish must be removed from the site .**

11. Generally, an extra fifteen minutes is allowed as clearing up time.

12. The premises should be left clean and tidy.

13. 1n cases where conditions have not been met, the single user will forfeit the £25 deposit and the contract user may be charged accordingly.

14. Where contract users have a store cupboard, a duplicate key **must** be held by the church (and will be kept in the vestry).

15. In exceptional circumstances, such as election days, the PCC reserves the right to cancel any particular session, giving at least fourteen days notice, or less in a particular emergency. Any money paid will be refunded.

**Some Information**

* Emergency exits and fire extinguishers should have been pointed out to you, please *make sure they are kept clear*.
* Wall heaters are fitted in the main hall with switches between the windows, please *make sure they are switched off* before you leave.
* Hot water may be obtained in the kitchen by use of the automatic controller fixed on the wall to the left of the kitchen door. Pressing the grey buttons provides up to three 'half hours' of hot water, so you do not have to remember to turn it off.
* Microwaves and a cooker are available, but please use them with care.
* The committee room is usually open for use, heating is by a wall heater with a switch on the wall above the fridge/ freezer.
* A fridge/freezer is available for use in the committee room, please clean and *switch off after use*.

Before leaving, please ensure all lights (including those in the toilets) are switched off, and all rubbish is removed.