

Parish Church of St Thomas

St. Thomas's Road, St. Anne's-on-the-Sea, Lancashire, FY8 1JL

PARISH CENTRE BOOKINGS

The Hall Secretary, Mr. David Bennett, Telephone 01253 738878 is responsible for all Bookings. All enquiries should be directed to him. Cheques made payable to St. Thomas's PCC.

For Booking purposes the following are regarded as sessions:

Morning	8.30 am till 1.00 pm
Afternoon	1.30 pm till 5.00 pm
Evening	6.00 pm till 10.30 pm

Except by special arrangement the premises are not available on Sundays and certain Holy Days.

The Booking Fees per Session are:

Parish Meeting Room (15 Persons)	£15.00
Small Hall	£25.00
Large Hall	£40.00 (Charities £30.00)

Purpose of Hire:

Please refer to the Conditions of Use attached.

Signature

Organisation

Date

Conditions of Use

In these Conditions the person or persons making the booking is referred to as the User. The premises are the land and buildings of St Thomas's Parish Centre.

The term Church is deemed to mean the Parochial Church Council of St Thomas, St Anne's-on-the-Sea who are the owners of the premises and with whom the booking contract is made.

1. General

- 1.1 The Church accepts no responsibility for injury, loss or damage of any nature and however caused arising directly or indirectly from the use of the premises and their surrounding areas.
- 1.2 Alcohol and gambling (including games of chance such as Tombola etc) are not allowed without the prior approval of the Hall Secretary.
- 1.3 Smoking is prohibited at all times and in all parts of the premises.

2. Use

- 2.1 The User will take good care of the premises and furniture, fittings, equipment and other property thereon. The User will report to the Hall Secretary any breakage, damage or unreasonable despoilment and will make good and pay such charges as the Church thinks appropriate.
- 2.2 The User will be responsible for the effective supervision of activity on the premises, including the effective control and protection of children, and the orderly and safe admission and departure of persons to and from the premises. The Church does not permit bouncy castles or similar things on the premises.
- 2.3 The emergency exits must not be obstructed and if opened must be re-locked by the User before leaving the premises.
- 2.4 The Church shall not be liable for any loss suffered by the User as a result of any event which renders the premises unfit for use, or which may cause the premises to be closed or the booking interrupted or cancelled.
- 2.5 Users of the kitchen must provide their own tea, coffee, milk, food, tea towels etc.

3. Leaving the premises

- 3.1 The User will leave the premises in a clean and tidy condition and furniture returned to the place it was found **and in particular:**
 - i) all electric sockets switched off and leads unplugged
 - ii) all gas heaters turned down to minimum setting
 - iii) all lights switched off and all water taps turned off
 - iv) all kitchen surfaces and sinks left clean and all leftover food and waste removed
 - v) toilets within the premises left clean and flushed
 - vi) all internal doors closed. All external doors and windows closed and locked.

Signature

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Date