

St.Mary's Church Shaw-cum-Donnington
Conditions of use for the Church Centre

Please read these notes carefully before confirming your booking.

1. The maximum capacity of both rooms together is 150 persons. This shall not be exceeded.
2. The Fire Exits shall not at any time be blocked or impeded, and persons in charge must be aware of all fire exits and safety procedures displayed.
3. Nothing shall be fastened to the walls of the building, and the use of Bluetac, Selotape and drawing pins is forbidden away from the notice boards.
4. No additional lights or extensions to the lights shall be used.
5. The fire insurance on the Church buildings specifies that **NO SMOKING** is allowed within the Church or the Church Centre.
6. No alcoholic beverages shall be brought on to the premises to sell. You may serve alcohol to your guests for a toast only.
7. The Hirer shall ensure that the premises are left clean and tidy. Failure to do so may result in withholding your deposit and future bookings being refused.
8. All equipment used shall be returned to its original position prior to the hirer vacating the premises and nothing is to be removed from any of the noticeboards for any purpose.
9. All rubbish must be removed, and **not** left in the Church wheelie-bin.
9. The Parochial Church Council accepts no responsibility for any articles, of value or otherwise, left on the premises.
11. The hirer is responsible for ensuring that all security measures have been effected. All windows and doors must be secured, and lights switched off before leaving the building.
12. The minimum age of the hirer shall be 21 years.
13. No teenage party functions are permitted.
14. Functions can not normally be booked to finish later than 10.30pm.
15. Temporary signs or 'advertising' on Church property are not permitted.
16. The PCC reserves the right to cancel any bookings in favour of Church requirements due to any unforeseen circumstances.
17. No booking is confirmed until a 50% deposit is paid.
18. An additional separate cheque deposit of £100 is normally required as security against any damage occurring to Church property as a result of the hire. This cheque will normally be returned to the hirer within 3 days of the hire; or shredded here by arrangement.