

# ST. JOHN'S CHURCH CENTRE - CHURCH HILL, KNUTSFORD

## CONDITIONS OF USE

1. The Centre is available for both regular and occasional meetings
2. A deposit and hire charge to cover the cost of lighting/heating/wear and tear etc. is asked for in accordance with the attached schedule. This should be paid when the **Centre Booking Form** is returned (**Cheques should be made payable to St.John's Knutsford PCC**). We also offer BACS facilities: A/C name: St John's Knutsford Parochial Church Council, Sort Code 20-53-77, A/C No 40554057. If an invoice is required, please tick the appropriate box on the booking form. There may be additional charges to be added to the hire cost - (please see attached ***Schedule of Charges*** sheet)
3. A key to the premises **is to be collected** by the person nominated on the **Booking Form** from the Church Office **during office hours**. These are: Monday - Friday - 9am – 12:30pm
4. When the function is over, the room(s) should be tidied and vacuumed, all chairs must be stacked no more than 3 high (any more is dangerous and may damage the chairs) the kitchens, toilets and lobbies checked, and the premises secured; the key to be 'posted' back through the Centre door in the envelope provided.

A key to the window security bolts will be found on the key-ring,; there is also one in the kitchen. Please ensure that if the windows have been opened, they are securely bolted and locked before you leave.

If the radiators are turned down/off because it is too warm, then they **MUST** be turned back on again to the former setting before leaving.

5. Knutsford PCC cannot accept any liability for loss, damage or theft of items brought into the premises by the user.
6. All property belonging to the user must be removed on the day of use and the Centre left in the same condition as it was found, ie any furniture or fittings must be replaced at the end of the booking. **NO Church property is to be removed from the Centre. All paper, card, tins and plastic must be put in a recycling bin. All refuse and any glass must be placed in a black bin bag and put in the large blue wheelie bin in the designated bin area in the churchyard (near to the slope to the church gate on Church Hill). More bin and recycling bags can be found in the Cleaner's cupboard - far right hand door in the foyer - (the Centre key will open this door also).**
7. We operate a very strict **NO SMOKING** rule on the premises. Failure to comply with this ruling will result in the automatic termination of any further bookings.
8. **No alcohol other than wine/beer shall be brought on to the premises. We now have very limited ability to permit the provision or sale of alcohol. If you wish to do this, you must contact us and we will confirm whether or not we are able to grant permission and, if so, on what basis.**
9. **The hirer must check that all lights have been extinguished (including those in the toilets) and that all doors are locked before leaving and securing the premises.**
10. **It is the responsibility of the hirer to ensure that the premises are kept secure at all times, and that the door to the Church and/or Centre be locked once the meeting is in progress. Latecomers will then have to ring the doorbell to gain entry. Failure to comply with this ruling will result in the automatic retention of any deposits.**
11. A **First Aid Kit** may be found in a designated cupboard in the kitchen.