

**Terms and Conditions for the Hire of
St. Ninian's Parish Centre**

THE FACILITIES:

St Ninian's Parish Centre offers a large upper floor meeting room with seating for 60 people. In addition there are two smaller meeting rooms on the ground floor, one of which will seat 15 people and the other 6 people. There is lift access between the two floors. There is a large reception area which could be used as a further meeting room, and also a fully fitted kitchen.

Access to the Parish Centre is via the main entrance to the Church opposite St Ninian's School. The venue has disabled access and also toilet facilities, including a disabled toilet.

There is ample parking around the Church with over 100 spaces.

Heating and Lighting

All of the rooms are well lit and there are ample 13 amp sockets around the edge of the upper floor room at floor level. There are ample 13 amp wall sockets in the other meeting rooms and reception area.

Each room in the Centre can be fully heated.

Kitchen facilities

The use of the kitchen and its equipment is by prior arrangement.

The kitchen facilities comprise of: Oven, microwave, crockery, cutlery, fridge, water boiler, kettles and variety of other utensils. There is crockery, cutlery and glassware to cater for 100 people.

If the Hirer utilises the kitchen facilities please note that such facilities must be left in the condition they were found. Outside caterers being used must provide their own equipment, in addition to that already provided in the kitchen.

All breakages must be paid for.

HIRE CHARGES

Hire of the **whole Parish Centre is £110** per session. This will include hire of upper room, large reception area, two meeting rooms and use of the kitchen.

Hire of the **upper room only is £65** per session. This includes hire of upper room and use of the kitchen.

Hire of the **lower floor only is £45** per session. This includes hire of two meeting rooms, large reception area and use of the kitchen.

The sessions are defined as below:

Morning session: 9 a.m. – 1 p.m. Additional access time required for setting up or
Afternoon session: 2 p.m. – 6 p.m. dismantling will be charged separately.
Evening session: 7 p.m. – 11 p.m.

Each session lasts 4 hours and can be negotiated at the time of the booking.

The charges include heating during the winter months (October through to April). During the summer months heating can be arranged by request.

A £25 damages deposit is payable at time of booking and returnable after the event. The deposit will be returned only after the Parish Centre has been inspected after the event and found to be in order.

How to hire the facilities of St Ninian's Parish Centre

Please read the terms and conditions of the hire.

Please note that your booking will not be confirmed until completed application form (attached) has been received and deposit paid in full. Cheques should be made payable to St Ninian's Church.

Andy & Jacqui Simpson
T: 01624 612771
E: parishcentre@manx.net

The person signing the enclosed form will be regarded as the Hirer and will have ultimate responsibility for the event. The Hirer may not sub-let the Parish Centre or meeting rooms to any other person or organisation.

Cancellation of the booking will only be accepted in writing at least 7 days before the event. In the event of cancellation the deposit paid is non refundable.

If the event is cancelled it is the responsibility of the Hirer to notify all interested parties of such cancellation.

OTHER TERMS AND CONDITIONS

It should be noted that the recording and photography of events in the meeting rooms require the permission of the Hirer and St Ninian's Church.

St Ninian's Parish Centre and Church are NOT licensed for the recording of any events. St Ninian's Church must be notified if the event is to be recorded and the Hirer must obtain the suitable licence.

St Ninian's Parish Centre and Church are NOT licensed for the sale of liquor and the Parish Centre MUST NOT be used for the sale of liquor under any circumstances. Hirers must not move any furniture or equipment without prior consultation and permission from St Ninian's Church.

Any hirers using any sets, displays or equipment must ensure that they comply with the necessary fire regulations and there must be no naked flames within any part of the Parish Centre buildings. Hirers using their own equipment are responsible for providing sufficient resources to move the equipment both into and out of the Parish Centre building and must arrange access for such purposes.

Please note that nothing at all may be affixed to the walls, windows or doors of the Parish Centre.

St. Ninian's Parish Centre cannot accept responsibility for damage to any property or for the loss of property belonging to the Hirer or to their invitees. Nor can they be held responsible for any loss to the hirer due to any equipment failure.

Any equipment or display items brought into the Centre must be insured against theft, damage or loss.

Please note that the Hirer, or another designated official(s), should be responsible for the entire event and should be in attendance throughout.

Any evening functions must be completed by 23:00 and vacated by those in attendance shortly thereafter. Out of politeness to local residents in the area we request that upon exit noise levels are kept to a minimum.

Hirers should note that if St. Ninian's Church considers that any event or part thereof is likely to contravene any laws or is likely to offend public decency then the hiring will not be accepted. The aforementioned condition also applies during the event and if the designated official for St Ninian's Church believes that a breach of the conditions may have taken place such designated official may cancel the event immediately and clear the area hired, without any liability upon themselves or upon St. Ninian's Church to refund monies paid by the Hirer or any person in connection therewith, including the attendees of the event.

If an exhibition is being staged St. Ninian's Church reserves the right to request the removal of any particular exhibit.

INSURANCE

Hirers are responsible for ensuring that all property belonging to St Ninian's Parish Centre is undamaged and will indemnify St Ninian's Church for the full reinstatement or replacement cost at the valuation of St Ninian's Church in respect of any such repairs or the replacement of any property or equipment including lights and technical equipment. Hirers must obtain their own insurance to cover any such eventuality.

St Ninian's Church accepts no responsibility for any claim arising whatsoever from any person present in any capacity at any event/function, exhibition or meeting. Accordingly that adequate public liability insurance must be held by the Hirer in respect of any liability they may incur and such insurance should be sufficient to indemnify St Ninian's Church and any officer, servant or designated official in respect of any liability they may incur to any third party that may arise out of the Hirer's promotion, conduct and management of the event for which the Parish Centre has been hired for.

APPLICATION FORM FOR HIRE OF ST.NINIAN'S PARISH CENTRE

Name

Address.....

Telephone.....Mobile.....Email.....

Details of Delegated Official(s).....

Address (if different from above).....

Telephone.....Mobile.....Email.....

Date(s) and session(s) required.....

Detail any additional access required for the purposes of setting up for the event, include time and date(s)
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Description of event.....

Any other relevant information.....

Anticipated numbers in attendance.....

Facilities required

Upper Meeting Room Lower floor Whole Venue

****Please delete which is not required**

Please note that all bookings are subject to availability and St Ninian's Church reserves the right to refuse any bookings.

AGREEMENT

We confirm that we have read the terms of hire and agree to be bound by them.

Name.....Signed.....

I/We hereby enclose a deposit cheque in the sum of £25 made payable to St. Ninian's Church.

Please post to: Andy & Jacqui Simpson, 24 Hillcroft Rise, Governors Hill, Douglas IM2 7EE. Telephone: 01624 612771 Email: parishcentre@manx.net