



## Costs of Hire

The Stirling Centre is rented out on a sessional basis, each session being 4 hours long. We also offer a half session rate for those who require less than 2 hours.

We have 3 main areas that can be hired – the Hall, the small lounge (with privacy) & the larger lounge (no privacy).

The kitchen facilities are free of charge if you wish to make tea/coffee etc. and are serving food that does not require cooking or washing up afterwards. Tea, coffee and milk are all included in your fee.

If you wish to make use of the cookers or the dishwasher there is a small extra charge.

Morning Session	9am – 1pm
Afternoon Session	2pm – 6pm
Evening Session	7pm – 11pm

Our standard rates are set out below.

Area	Full session cost	Half session cost
Hall	£80	£48
1 lounge	£50	£30
Both lounges	£90	£54
Kitchen	£10	£6

We offer discounts to not-for-profit community groups, charities and Church members. If you would like to know more please contact the Hall Manager, Carol Robson.

## Conditions of Letting

### The Hall Manager's decision on any application is final.

- Hirers are to leave the premises clean and tidy and to remove all their rubbish. A vacuum cleaner and other materials are available in the cleaning cupboard (please ask the Hall Manager how to access these).
- All breakages are to be reported and will be charged at the cost of replacement. A refundable deposit of £50 may be charged, at the Hall Manager's discretion.
- Hirers must familiarise themselves with the location and use of all fire appliances and exits. Doors and exits must not be obstructed at any time.
- Hirers are responsible for the appropriate conduct of every person on the premises during the time of hire and must prevent as far as possible any conduct that could lead to a breach of the peace or any damage to the building. Please be considerate to our neighbours in parking and with noise.



5. The Church accepts no responsibility for any accident or personal injury that occurs during the letting, and the hirers agree to indemnify the church council against any and all claims, costs or legal action arising out of any such incident during the hiring. The Church accepts no responsibility for private property brought onto or left on the premises.
6. All windows and doors must be securely shut and locked at the end of each hiring session. Toilets should be checked for open windows and all lights should be turned off.
7. Smoking is not permitted on the premises.
8. Drinking of alcohol is permitted at the discretion of the Rector and PCC. If your event requires a Temporary Event Notice (e.g. selling of alcohol) then it is up to you to obtain one. More information is available here <http://www.guildford.gov.uk/ten>. Please check with the Hall Manager that we have not used up our annual quota. You will need to apply for one at least 10 days before your event.
9. Tea and coffee, with milk and sugar, is available for use by hirers. Please feel free to make use of these facilities.
10. All bookings are to be educational or non-profit making, with the exception of charity fund raising which can be agreed at the discretion of the Hall Manager.
11. No gambling is permitted on the premises.
12. The Stirling Centre is used by a wide variety of people and organisations. On occasions the kitchen, toilets, entrances etc must be shared with other users. We ask for generous co-operation in this respect.
13. You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm.
  - The Parish Safeguarding Representatives for St Johns Stoke Church are Rachel Hill and Elodie Curran who can be contacted at [besafe@stjohnstoke.com](mailto:besafe@stjohnstoke.com)
14. There is a **First Aid** box in a clearly marked cupboard by the fridge in the kitchen. Please record any accidents in the Accident book with it and notify the Hall Manager.
15. Please note there is **no public telephone** on the premises, so please ensure you have your own means of calling for emergency assistance should you need it.
16. Please make sure you read the Emergency Evacuation and Fire Procedure document accompanying this booking form and acquaint yourself with the whereabouts of all relevant equipment when you arrive at the centre.
17. New legislation has come into force regarding serving food. You are required to make sure that any allergen information for any food that you are serving is available for people to see. You should have a note of all allergens in all dishes that you serve. Please make sure this is available for your guests to view. You can find a chart to download and fill in here [www.food.gov.uk/sites/default/files/allergen-chart.pdf](http://www.food.gov.uk/sites/default/files/allergen-chart.pdf)

## 18. Hall and lounge care

- Please ensure that all blue chairs are placed in storage cupboard after use as per picture on cupboard door.
- Please use trolley to move chairs and place back in the cupboard.
- Please place all tables away as per picture on cupboard door.



- Please do not drag any tables or chair across the new floor.
- Please place any small blue tables back as per picture.
- **FOOTBALL IS NOT TO BE PLAYED** anywhere in the centre. Please use only foam balls for other games.
- Please ensure that any spillages (especially tea, coffee, paint) are cleaned up immediately with paper towel and then washed with hot water and dried with paper towel (please notify Hall Manager of any spillages).
- When using glue, paints or play dough please ensure all areas of the floor are protected with plastic sheeting at all times.
- **Please wear light coloured trainers that don't mark the floor, especially for any games or running around.**
- No tap shoes are to be worn or used on floor area.
- Please ensure that all floor areas are hoovered after each use.
- Please do not attach anything to the paintwork with bluetak, sellotape or anything else.



# Emergency Evacuation and Fire Procedure

## Procedure in the event of a fire:

- A. On discovering a fire, operate the alarm (hand bell)\*
- B. On hearing the fire alarm, leave the building by the nearest or safest exit in a calm manner. Do not stop to collect personal belongings.
- C. On hearing the fire alarm, dial 999 and alert the Fire Service. \*\*
- D. Assemble on the grass lawn at the front of the Church Centre, towards the wall near the road.
- E. Remain at the assembly point until instructed it is safe to return by the most senior member of staff or the Fire Service.
- F. Once the building has been evacuated safely and the roll call taken, the fire may be tackled by the Fire Wardens with the appropriate extinguisher, if it poses no risk to them.

### \*Hand bells for sounding alarm

Hand bells are stored in the following areas & should be rung loudly to sound the alarm

- On the window sill outside the office (opposite the kitchen hatch in the centre).
- Behind the Audio Visual Desk in the church

### \*\*Dialling 999

- Whoever is in charge of the booking should telephone 999.
- If the office is staffed, dial 999 from the office phone.
- Where the office is not accessible, mobile phones should be used.

### Emergency Exits

There are 3 exits in the Stirling Centre:

- The main doors at the entrance to the building
- The fire exit door in the hall
- The back door in the hall

There are 3 exits in the Church:

- The main entrance doors into the Stirling Centre
- The porch door at the back of the church – the old main entrance
- The Prayer Area/Stoughton Chapel behind the curtain

### Portable Fire Extinguishers

Portable water and CO2 fire extinguishers are located in various locations throughout the church and a fire blanket in the kitchen.

### Designated Fire Wardens

<b>Church Centre</b>	During office hours – Church Administrator Out of office hours – leader of group using premises
<b>Church</b>	Sunday services & weekday services: Church Wardens Services without a warden: service leader Non service occasions: leader of group using church