



Jesus said: "I have come that they may have life..."

life in all its fullness

John 10:10

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 for up to 20 people 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	£92	£55
1 lounge	£58	£35
Both lounges	£104	£62
Kitchen	£12	£7

We offer discounts to not-for-profit community groups, charities and Church members.

Our discounted rates are set out below

Area	Full session cost	Half session cost
Hall	£48	£29
1 lounge	£30	£18
Both lounges	£54	£32.50
Kitchen	£6	£3.50

Conditions of Letting

The Church and Centre 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 (please ask the Church and Centre 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 Church and Centre Manager’s discretion.

3. Please report any equipment faults using the QR code on the poster next to the oven in the kitchen. Alternatively, please detail the fault and place them in the post box on the Church office door.
4. 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.
5. 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. 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) it is your responsibility to obtain one. More information is available here <http://www.guildford.gov.uk/ten>. Please check with the Church and Centre Manager that we have not used up our annual quota of notices. 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 Church and Centre 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.
 - Details of the Parish Safeguarding Representatives for St Johns Stoke Church can be found on the board in the Centre porch and they can be contacted by email: besafe@stjohnstoke.com
14. There are **First Aid** boxes in the hatch recess in the hall and on the counter in the large lounge. Please record any accidents or near misses in the Accident or Near Miss book that are with them and notify the Church and Centre 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. Details of the Church and Centre address are at the foot of the page.

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. When using the kitchen you are responsible for ensuring that all food preparation and service is in accordance with current food safety regulations.

18. Organisations will be asked to present details of Public Liability Insurance and Risk Assessment to the Church and Centre Manager at least 7 days prior to the date of their booking.

March 2023

Emergency Evacuation and Fire Procedure

Procedure in the event of a fire:

1. On discovering a fire, operate the alarm (hand bell)*
2. 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. Parents of children in the crèche should exit the building by the nearest route and go around to the back of the hall to collect their children when the crèche workers bring them out of the crèche room.
3. On hearing the fire alarm, dial 999 and alert the Fire Service. **
4. Assemble on the grass lawn at the front of the Church Centre, towards the wall near the road.
5. Remain at the assembly point until instructed it is safe to return by the most senior member of staff or the Fire Service.
6. 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

- Beside the pigeon holes outside the office
- Behind the Audio Visual Desk in the church

**Dialling 999

- If the office is staffed, dial 999 from the office phone.
- Where the office is not accessible, mobile phones should be used.
- During a church service, the Church Warden should telephone 999.
- At any other time, whoever is in charge of the group should telephone 999.

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

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

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

The Stirling Centre Booking Form

I apply to hire the Stirling Centre on behalf of

for the purpose of

on (date) __ __ / __ __ / __ __ for the morning session/afternoon session/evening session (please delete as appropriate) including time for setting up and cleaning afterwards.

- I have read all the conditions of letting and agree to abide by them (in particular points 16 & 17 regarding Emergency Evacuation and Fire Procedure and Food Safety.)
- I have paid the hire fee of £ _____ by BACS

Name and Address of Hirer

Telephone No _____

Email _____

Signature _____

**Please complete and return this form by email to the Church and Centre Manager,
bookings@stjohnstoke.com**

Please make Payment by BACS on receipt of the invoice that will be sent via email before your event

BACS details 40-52-40 00014522

The Church and Centre manager is available to discuss bookings and to arrange for the collection of the key please email bookings@stjohnstoke.com or phone 07912 669754

Thank you for your Booking