

## Room Hire

### **Terms and Conditions – please read carefully**

1. Only religious events that comply with the Evangelical Alliance and Church of England's statement of faith may be hosted on the premises.
2. Alcohol may be served but must be agreed by the Centre Lettings Administrator prior to the event. Alcohol is not to be sold without acquiring the necessary licences from the Council.
3. All events must be finished and off the Church premises by **9.00pm**.
4. **All rubbish** must be taken home and **not disposed** of on the Church premises.
5. When using the Hebron Hall, please do not open the glass fire exit doors after 6pm.
6. Due consideration must be given to other users on the premises and local neighbours with regards to noise and disruption, particularly in the car park.
7. You are responsible for any children in your group. Christ Church's child protection policy must be adhered to at all times – see our Child Protection Policy on our website.
8. You must adhere to the Church's Covid rules, Health & Safety, Fire and Accident policies, details of which are available in the Foyer and on our website.
9. Users must leave rooms and kitchens hired tidy and clean with chairs and tables put away correctly. Any spillages must be cleaned up and reported. Any damage must be reported and may be chargeable.
10. Nothing may be fixed to the walls.
11. The car park is for use by all hall hirers, excluding the permit only bays (numbered 1-13) Monday - Friday, 7am – 7pm. Please only park in marked bays and do not block any exits.
12. Hirers will be issued a key if necessary. Every hirer is responsible for ensuring the entrance is securely locked when they leave. An agreed compulsory charge will be added to every invoice as a key/damage deposit.

### **Cancellation Policy**

If you need to cancel your booking for any reason, please contact the Church Office immediately. Please see below for the cancellation charges:

- 2 weeks or more prior to the booking date = 10% of the total hire fee
- Within 2 weeks of the booking date = 20% of the total hire fee
- Within 24 hours of the booking date = 50% of the total hire fee

\*The PCC reserve the right to cancel any booking in the event of emergency situations or in line with Government Guidelines\*

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