

# Hiring facilities at St John's Mickleover

## Church Hall

### 1. Who can hire

St John's Hall is available for hire to local organizations, groups and individuals. No Booking will be accepted for commercial enterprises that affect local businesses. The facilities cannot be used for political or religious meetings unless approved by the Vicar and/or Churchwardens.

### 2. Availability

The Hall is available **Monday to Saturday** except for specific dates listed below:

- Christmas Eve and Christmas Day
- Ash Wednesday – Evening (except regular users)
- Maundy Thursday and Good Friday

No bookings on a Sunday except for Church related activities e.g. Baptism parties

No new Regular Booking to be confirmed unless agreed by Co-ordinating Committee.

### 3. Hours

All bookings are in accordance with Derby City Council's Premises Regulations.

Bookings can **start at 6.00am** but the Hall must be **vacated by 11.00pm**

(New Years Eve is the exception – premises vacated by 12.30pm)

All bookings after 6.00pm must be for a **minimum of 2 hours**

### 4. Rates

For current rates, please contact the Bookings Administrator.

Telephone (Derby) 515293 or email [hallbookings@stjohnsmickleover.org.uk](mailto:hallbookings@stjohnsmickleover.org.uk)

Rates are reviewed annually and agreed by the Parochial Church Council (PCC).

### 5. Payments

One-off events will be informed of full cost when booking form is issued.

Payment for one-off bookings must be received **two weeks in advance** of event.

Regular users may pay monthly/termly/quarterly or annually in advance – as agreed.

All cheques payable to "St John's Church, Mickleover PCC" – no receipt will be issued for cheque payments (unless requested). All cash payments WILL be receipted.

### 6. Booking forms

All Bookings are **provisional** and do not constitute a formal contact

A booking form must be returned to Bookings Administrator **two weeks** before event.

Annual Booking forms for Regular users must be returned in January prior to their first meeting of that year.

### 7. Cancellations & Terminations

Cancellations of one-off bookings may be made up until 2 weeks prior to the event.

Bookings cancelled with less than two weeks notice will be charged at full rate.

Should the Church require use of the Hall – a minimum of two weeks notice will be given, and there will be no charge to a Regular user for this session.

Cancellations by Regular Hall Users, if not confirmed two weeks prior, will be charged at ½ normal rate (except for extreme weather conditions).

Termination of regular user agreement will require three months notice by either party.

## **8. Terms & Conditions**

A copy of more detailed Terms & Conditions will be issued with a Booking form. This includes: fire & safety information, insurance & licences as well as details of clearing and noise control.

### **Alcohol Licence**

St John's does not hold a licence to sell alcohol. If you wish to sell alcohol at an event, please ensure you obtain the appropriate licence. Proof may be requested when booking. For details, see: <https://www.gov.uk/guidance/alcohol-licensing>

### **Public Performances**

Groups/individuals hiring the Church Hall for public performances must ensure they have the correct PRS licence (if required). Proof may be requested when booking. For details, see: <http://www.prsformusic.com/users/businessesandliveevents/Pages/default.aspx>

Failure to meet with these Terms & Conditions may result in termination of any agreement.

## **Community Link**

**All the above are the same for the Community Link apart from:**

### **1. Bookings**

No **regular** bookings will be accepted for the Community Link from external organisations

### **2. Food Preparation**

No food can be prepared in the Community Link kitchenette. Pre-prepared food may be served.