

# St Mary the Virgin Church & Centre

New Road, Peterborough PE1 1TT

## HIRE CHARGES 2012

### GROUND FLOOR

<b>Community Hall:</b>	£16.50 per hour	9 am - 6 pm Weekdays
	£23.00 per hour	6 pm - Midnight Weekdays
	£24.00 per hour	9 am - 6 pm Saturdays
	£36.00 per hour	6 pm - Midnight Saturdays
	£26.50 per hour	1 pm - 6pm Sundays
	£36.00 per hour	6 pm - Midnight Sundays

**Kitchen:** £31.50 per session for full catering  
£16.00 per session for light refreshments  
(Includes hire of crockery, glasses etc.)

**Church: (Sanctuary)** The main church is available at certain times only for appropriate functions subject to the approval of the Vicar or the Churchwardens.

£29.50 per hour	9 am - 6 pm Weekdays
£36.50 per hour	6 pm - Midnight Weekdays
£42.00 per hour	9 am - 6 pm Saturdays
£59.00 per hour	6 pm - Midnight Saturdays
£42.00 per hour	1 pm - 6pm Sundays
£59.00 per hour	6 pm - Midnight Sundays

### FIRST FLOOR

<b>Fellowship Hall:</b>	£15.50 per hour	9 am - 6 pm Weekdays
	£19.00 per hour	6 pm - Midnight Weekdays
	£21.00 per hour	9 am - 6 pm Saturdays
	£29.50 per hour	6 pm - Midnight Saturdays
	£24.00 per hour	1 pm - 6pm Sundays
	£29.50 per hour	6 pm - Midnight Sundays

**Kitchen:** £27.50 per session for full catering  
*Used with Fellowship Hall only* £12.00 per session for light refreshments  
(Includes hire of crockery, glasses etc.)

**Nene Room:** £13.00 per hour 9 am - 6 pm Weekdays  
*Seating Capacity: 20* £16.50 per hour Evenings & Weekends

**Gallery:** £10.00 per hour 9 am - 6 pm Weekdays  
*Seating Capacity: 10* £12.00 per hour Evenings & Weekends

**The above charges and conditions are effective from: 1<sup>st</sup> January 2012**

All enquiries to Collette Davis (Centre Administrator) - 01733 564899  
Mondays, Tuesdays and Wednesdays 1.30pm to 3.30pm and  
Thursdays 9.30am to 11.30am (Answer phone at other times)  
Email: [office@peterborough-stmarys.org.uk](mailto:office@peterborough-stmarys.org.uk)

For more information about St Mary's go to [www.peterborough-stmarys.org.uk](http://www.peterborough-stmarys.org.uk)

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## DISCOUNTS

Four or more bookings	5%
Ten or more bookings	10%
Twenty or more bookings	Negotiable

## MINIMUM CHARGES

There is a minimum charge of £25 weekdays and £40 weekends, per session.

## DEPOSITS

In certain circumstances a deposit will be required in advance and will be refundable following inspection of premises. For the Halls or Church this is £25 and for the meeting rooms this is £15. Any damage or breakages will be charged in full together with any handling costs irrespective of any deposit paid.

## CANCELLATIONS

A full charge cancellation fee will be levied should a cancellation be made within 3 working days of the booking time. A 50% fee (minimum £25) will be charged should a cancellation be made within 1 working week. A 25% fee (minimum £20) will be made for other cancellations.

## BOOKING TIMES

The rooms will only be open at the times booked. It is important to allow for setting out and clearing up when working out how much time you require. If the booking overruns by more than 15 minutes an extra hour will be charged.

## CONDITIONS OF USE:

### Essential points for ALL users

*Please read these carefully as we will assume that a booking indicates a willingness to comply*

### 1 BEFORE your event:

#### 1.1 Check your insurance (public liability policy)

Organisations using our premises must have public liability insurance to cover their activities while the church premises are being used, and be prepared to show a copy to St Mary's. Individuals using the premises for a private function must check that the public liability cover in their own household insurance policies includes cover for the event they are organising.

#### 1.2 Check your Protection Policies and Risk Assessments are in place

Children & Vulnerable Adults: Organisations using our premises must have a Child (and Vulnerable Adult) Protection Policy where required to do so by current government regulations or guidance, and should be prepared to show a copy to St Mary's Church.

Risk Assessments: Users must carry out a risk assessment of their activity where this is required by current Health & Safety or Fire Safety regulations.

#### 1.3 Get a temporary licence to cover any alcohol

If you intend to supply alcohol on our premises, you must submit a Temporary Event Notice to Peterborough City Council under section 100 of the Licensing Act 2003. You must give a copy of the Notice to the Centre Administrator not less than one week before the event.

### 2 DURING your event please take responsibility for:

#### 2.1 Safety & Security

The safety and security of people using St Mary's Church and Centre are of the utmost importance.

Please ensure that:

- children and vulnerable adults are adequately supervised, particularly when using the lift
- the front doors of the building are not left wide open during your event

#### 2.2 Any Accident, Injury or Loss

Users are wholly responsible for any accident, injury or loss arising out of their activities or by those attending. The Church and persons connected with it cannot be held responsible for any such accident, injury or loss to persons or property.

#### 2.3 Fire Safety

Fire exits must be kept clear at all times. Internal fire doors must not be obstructed or propped open.

#### 2.4 No Smoking

Smoking is prohibited in the building, the rear courtyard garden and the area outside the front door at the top of the entrance steps.

#### 2.5 Use of the lift

Please ensure that:

- children only use the lift when accompanied by an adult
- the lift doors are always allowed to close automatically. Please do not let anyone place obstacles in the lift entrance or cover the sensors in an attempt to force the doors to stay open.
- The lift is only used when there are other people in the building who could hear the alarm in the unfortunate event of a breakdown. Please note that the alarm does not ring outside of the building.

Should the lift unfortunately breakdown, please contact Andrew Christie on 07954405924

### 3 AFTER your event:

#### 3.1 Before you leave

Please help us by:

- turning off the lights in any rooms you have used (including the toilets)
- checking that all windows catches and external fire doors are firmly closed
- taking away any excessive rubbish
- ensuring that the rooms you have hired are left in the condition you would wish to find them. A charge of £15 will be made for clearing up if not done by the user.

#### 3.2 Damage & Breakages

Please report any damage or breakages to St Mary's Church Office as soon as possible. Charges for any damage or breakages including handling costs will be added to your invoice. You may also be charged should any breakdowns in our equipment, including the lift, be found to be the result of misuse by anyone at your event.