

The Parish of St John the Evangelist East Dulwich

Vicar, Revd. Gill O'Neill
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2024

GOOSE GREEN CENTRE – CONDITIONS OF HIRE

All applications or correspondence relating to the hire of the Centre must be addressed to the Parish Administrator at the email address shown below.

HIRE CHARGES

- Rates for each room or combination of rooms are given on the attached booking form.
- Bookings to be in half-hour periods, and to run from time of entering to time of leaving the premises. This should include setting up and tidying up times.
- All applications for bookings must be made on the booking form and sent to the Parish Administrator at office@stjohnseastdulwich.org
- The total hire charge must be paid in full when the booking is made, or at least 28 days before the day of hire where possible. Bacs information is shown on the invoice.
- An email confirming the booking will be sent on receipt of the booking form.

CANCELLATION

- Cancellation by the hirer is acceptable provided one calendar months' notice is given in writing, in which case monies paid will be refunded. If less than this period of notice is given, money will not be refunded except in special circumstances at the discretion of the Parochial Church Council (PCC).
- The PCC reserves the right to cancel any hiring without notice, where it considers it necessary. In this event, all hire charges paid will be refunded to the hirer. As much notice as possible of cancellation will be given. The Centre cannot be held liable to pay compensation for any loss sustained as a result of, or in any way arising, from the cancellation of hiring.

HIRER'S RESPONSIBILITIES

- The hirer is responsible for the preservation of good order during the period of hire and for damage that may be done to the fittings, furniture, structure or fabric during or in consequence of hiring. In the event of such damage, the Centre may make it good, and the hirer, by the acceptance of the hiring subject to these conditions, shall be deemed to have undertaken to pay the cost as certified, by or on behalf of the Centre.
- The hirer shall indemnify and keep indemnified the Centre against all actions, claims and demands (whether on account of personal injury, damage or loss of property) which may be brought against the Centre on behalf of any other person whose presence in the Centre is in any way connected with the use of the premises by the hirer and whether or not caused or contributed to by the Centre or any officer of the Centre.
- The hirer shall ensure that proper care is taken of valuables. The Centre accepts no responsibility (whether or not it results from the Centre's negligence or default) for the loss of property of the hirer or any other person.

SAFEGUARDING

- All hirers will be required to provide evidence of their own safeguarding policy or that they agree to adhere to the 'Safer Church' policy as adopted by the PCC (available on request).

HIRE TIMES

- All functions held in the Centre must end no later than **9.30pm**. All goods, articles and equipment taken into the Centre for use during the hiring must be removed by 10.00pm. All persons must vacate the premises by 10.00pm.
- **Additionally, no party bookings on Saturdays and Sundays may continue after 4.00pm.** This is a Southwark Council condition.

NOISE

- **No amplified music is allowed in the Centre.** Amplified sound means music or speech projected or transmitted by electronic equipment, including, but not limited to, an amplifier, loudspeakers, or similar devices. This, too, is a Southwark Council condition.
- Noise must be kept to a reasonable level at all times, especially when leaving.

BOUNCY CASTLES AND PLAY EQUIPMENT

- Inflatable play equipment and bouncy castles are not permitted.

BUILDING AND GROUNDS

- The entire Centre is a No Smoking area.
- No nails, tacks, screws etc. shall be driven into any walls, floors, fittings, furniture or structure, nor adhesive substances to be attached to them.
- All hiring of the respective areas include the use of furniture as agreed at the time of booking.
- Tables and chairs must be stacked after use and returned as directed, or as found, if not directed.
- No alterations or additions to the electrical, water or gas installations are to be made by the hirers.
- All areas to be kept clean and any rubbish must be removed from the premises by the hirer.
- Hirers should refrain from trespassing on the Calvary Garden and surrounding flowerbeds. Additionally, the hirer may not use the small garden at the rear of the Centre.

RUBBISH DISPOSAL

- Hirers are responsible for the removal of any rubbish that they might create. Hirers should bring bin bags accordingly.
- Any jumble or other items left over from functions must be removed completely for the Centre on the same day. Jumble and other items must not be put in the refuse bins at the Centre. Rubbish amounting to no more than reasonably expected – i.e. 3-4 rubbish bags - must be removed to the appropriate outdoor bin. Additional rubbish should be taken off site and appropriately disposed of by the hirer.

OTHER

- The PCC reserves the right for any of its Officers to enter any part of the Centre at any time.

When you sign the hire form and return it to the Parish Administrator, you confirm you will adhere to these conditions of hire.