

# ST BOTOLPH'S CHURCH ASPLEY GUISE

## COMMUNITY LINK ROOM: HIRE CONDITIONS

1. Permission to use the Community Link Room (CLR) is at the discretion of the Rector. Access to the main church building is not usually available but can be arranged with the Rector.
2. Final booking of the CLR is made with the Booking Secretary, (<http://www.st-botolphs-church-aspsey-guise.co.uk/community-link-room/>) or phone 01908 585040. Hirers are responsible for making arrangements for obtaining the keys to the CLR with the Booking Secretary.
3. The normal hours of hire are between 10.00am and 11.00pm. The hire fee, which is payable in advance, covers the cost of maintaining the building and supply of gas and electricity. All damage and breakages must be paid for by the hirer.
4. Hire of the CLR includes use of the kitchen with the installed equipment, crockery and cutlery, instant hot water and the use of tables and chairs. The hire of crockery/tables/chairs ONLY can be arranged for a fee.
5. Smoking is not allowed in the building or within its precincts. The premises are not licensed for the sale of alcohol. There is no entertainment license. No item may be affixed to or hung from the walls in any way.
6. Access to the CLR is through the main entrance. There is an alternative emergency exit from the hall. This should remain clear at all times. You (the hirer) should note the fire procedures displayed in the entrance hall of the CLR. You are responsible for ensuring that people using the hall are aware of these arrangements and that the alternative exit door is operable.
7. Parking outside the CLR is difficult because of the hill and the bend in the road. You are asked to place warning cones to guide people to park in safer places. Cones are available for your use and are located in the Church porch. Please return these when you have finished. Please return these when you have finished. For your own safety and that of others parking on the top of the hill between the kissing gate (Tower) and lytch gate (Rectory) should be avoided.
8. You are responsible for taking good care of the CLR during the period of hire and for ensuring no nuisance is caused to the residents on adjoining properties. We ask that you leave the rooms clean and tidy and set out as you find them. Cleaning equipment is provided and should be used in accordance with the manufacturer's instructions.
9. You are responsible for checking that the building is empty before you lock up and leave.
10. Rubbish bins should be emptied before you leave. There are two wheelie bins outside the CLR: one for general rubbish and one for recycling. If you have more than one bag of each rubbish type, please take it home with you. All glass should be taken away as there is no glass recycling facility.
11. You are responsible for any accident, injury or loss arising out of the activity for which you have booked the CLR. It is your responsibility to ensure the premises, including the kitchen, are safe for the purpose for which you intend to use them.
12. You are required to record details of any accident or incident occurring during the time you are on the premises which did or could give rise to injury and this must be done as soon as possible after the event, and before you vacate the premises. A First Aid box and **ACCIDENT REPORT BOOK** for logging this information is located in the kitchen.