



Christ Church Surbiton Hill Venue Hire Policy

Premises

The premises may be used by individuals, societies and local groups, hereafter called "the user", for nonprofit making activities, which contribute to the community life of Surbiton and the surrounding area.

The Christ Church Council reserves the right to refuse the use of the premises to any individual, group or organisation whose activities are liable to cause serious offence to local residents or the wider Christian community.

The premises are not available for trading, except by missionary organisations allied to Christ Church.

Our venue

You are welcome to come and look at the venue before your event – just phone us to arrange a convenient time.

The office is open on weekdays **Monday-Thursday 9am to 1pm**. Booking enquires are available from our website at <https://www.ccsurbiton.org/venue-hire>, Christ Church Office: phone 02083907215 or email office@ccsurbiton.com

- We currently hire the space of the Church Lounge which is a large room at a charge of £30 per hour that can be divided into two separate rooms. Both have access to a kitchen (extra charge-see below). We are happy to provide use of up to 5 long tables & 25 adult chairs and 10 tables & 53 chairs for children with the hire included in the hiring cost. Pictures below.
- Extra adult chairs and tables can be hired for an extra charge – price will be agreed before hire
- Church Lounge can be divided by the screen, please let us know before your event if you need the lounge to be divided by the screen. Please do not attempt to move this yourself, as it requires a particular knack, is easily damaged and expensive to repair.
- Please note that Christ Church is a "No Smoking" building.
- We have two toilets and a disabled toilet (nappy changing facilities are available) located near the main Church entrance.
- Please note, you must include set up and clear up time as part of the reservation when booking the venue

Room(s) dimensions

Full size of the whole room is width 9.77 x length 20 meters

If the room is separated into two rooms, each room size is: room 1 (W: 5.7 x L: 10.7 meters) room 2 (W: 4.07 x L: 9.30 meters)

Venue capacity

The whole room can hold up-to 60 people at a time, however if the fire exit door to Kings Road is open you can host a maximum of 80 people.

Kitchen

The kitchen hire charge is £10 which include the use of the kitchen for making tea/coffee only as well as the use of mugs, kettle and cutlery. However, you will need to bring your own tea/coffee, milk, sugar etc.

If your hire requires the fuller use of the kitchen the charge is £25, you are welcome to use it for preparing cold food and making drinks – there is hot water boiler for making hot drinks. We have a microwave and plates, mugs, cutlery available for you. You will be expected to clean/wash everything you have used and leave everything back where you found it. Please discuss this with the Church Office before making the booking.

Use of alcohol

Alcohol may only be served with the prior permission of the Parochial Church Council (PCC) who will usually agree to its limited use if well supervised. (An application form is obtainable from the church office.) The Church is not licensed and no alcohol may be sold, or served to anyone under 18.

Please note alcohol may only be served in limited quantities, and should be provided by the host – not by guests.

8 Christ Church Road KT5 8JJ

office@ccsurbiton.org

www.ccsurbiton.org



Opening hours

The premises are available for use Monday to Saturday between 9.00am to 10.00pm. The user shall vacate the premises by 10 p.m. This must be a responsible person over the age of 18.

Access

Access to the venue is by the side door entrance to the main church. We do not have parking facilities however; free street parking is available. No ball games are permitted around the outdoor areas to the building.

Bookings

Conditions relating to hiring fees, as detailed in the Hiring Application form must be adhered to. The Christ Church Council reserves the right to charge a cancellation fee if a confirmed booking is cancelled within two weeks of the reserved date.

- Booking form is available at <https://www.ccsurbiton.org/venue-hire> and further information may be obtained from the Church Office. Lettings will not be accepted for any activity which might result in damage to the fabric of any part of the building.
- Provisional bookings may be made by telephone but all bookings must be confirmed in writing on the form provided. The person by whom the form is signed will be considered to be the responsible user.
- The Christ Church Council will not take any responsibility for goods, materials, clothing, or other articles brought onto or left on the premises.
- The Christ Church Council will not be responsible for any loss, or damage to any property arising out of the use of the facilities or for any loss, damage or injury which may be incurred by or be done or happen to any person or persons during the use arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire or act of God which may cause the venue to be temporarily closed or the use to be interrupted or cancelled and the user shall indemnify the Christ Church Council against any claim which may arise out of the use or which may be made by any person during the use in respect of any such loss, damage or injury.
- The user shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

Public Liability Insurance

Before a booking commences any organisation using the venue must produce evidence to the Church Office that they have Public Liability Insurance cover of at least £2m and/or cover the equivalent of the damage.

The PCC has insured the premises and contents against fire, burglary and theft, but they have no responsibility for the loss or damage of materials and property belonging to the user, their employees and their patrons

Permissions

- No copyright work shall be performed without the license of the owner of the copyright. The user shall be responsible for obtaining such license and shall indemnify the Christ Church Council against infringement of copyright during their use of the facilities.
- The space is hired with no additional equipment such as PC, screen or flip chart.
- Anyone wishing to bring bulky equipment onto the premises must seek permission in writing. We do not permit bouncy castles to be brought in.
- No additional lights or extension from the existing light fittings shall be used without the previous consent of the Christ Church Council. A PAT Testing certificate will be required as proof of electrical fittings being certified to be used in the building.



Hiring charges

We prefer you to pay by bank transfer, the account details are as follows:

Christ Church Surbiton Hill PCC

A/c no: 28010035

Sort Code: 60-21-05

Please use your Surname and event name as a reference (eg Smith party), and could you please also email us when payment is made. Payments will need to be in our account at least 5 working days before the date of the event. The user shall repay Christ Church Council on demand of cost reinstating or replacing any part of the premises or property of the Church Council in or on the premises which shall be damaged, stolen or removed during the period of use.

Deposit

We ask for a damage, cleaning or replacement deposit of £100 to be paid with the hire fee before the event. The deposit is repaid if there is no damage and the premises are left clean and tidy. Please note returning your deposit may take up-to 2 weeks.

Clearing up

- We ask all users to please leave the venue clean and tidy, and to wash up any mugs etc.
- Please also take away your rubbish, as we only have a domestic collection which soon fills up.
- Upon departure all windows and internal fire doors are to be closed and all external doors are to be locked

Safety

In the event of a fire, ring 999 requesting Fire and/or Police assistance. Ring also:

- a) Church Office 0208 3907215
- b) Vicar 07969 981908

- The user is responsible for informing all those related to their booking of the fire exits, and in the event of an evacuation, the procedure and assembly point, as detailed in the Fire Notices in the premises.
- The user is responsible to ask people to move well away from the church and to assemble at the junction of The Avenue and Christ Church Road.
- The user is responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them. All accidents to persons must be recorded in the accident book located in the kitchen by the window along with the First Aid Kit on the premises.
- The user is required to ensure that children are protected at all times by taking all reasonable steps to prevent injury, loss or damage occurring and to comply with the church's policy on safeguarding of children, young people or adults who may be vulnerable.
- Anyone hiring the venue must accept their agreement to the Church's policy on safeguarding children, young people or adults who may be vulnerable, and the prevention of abuse. See our [website](#) for more details
- The user must abide by the food hygiene and safety regulations displayed in the kitchen.

Unlocking/locking up

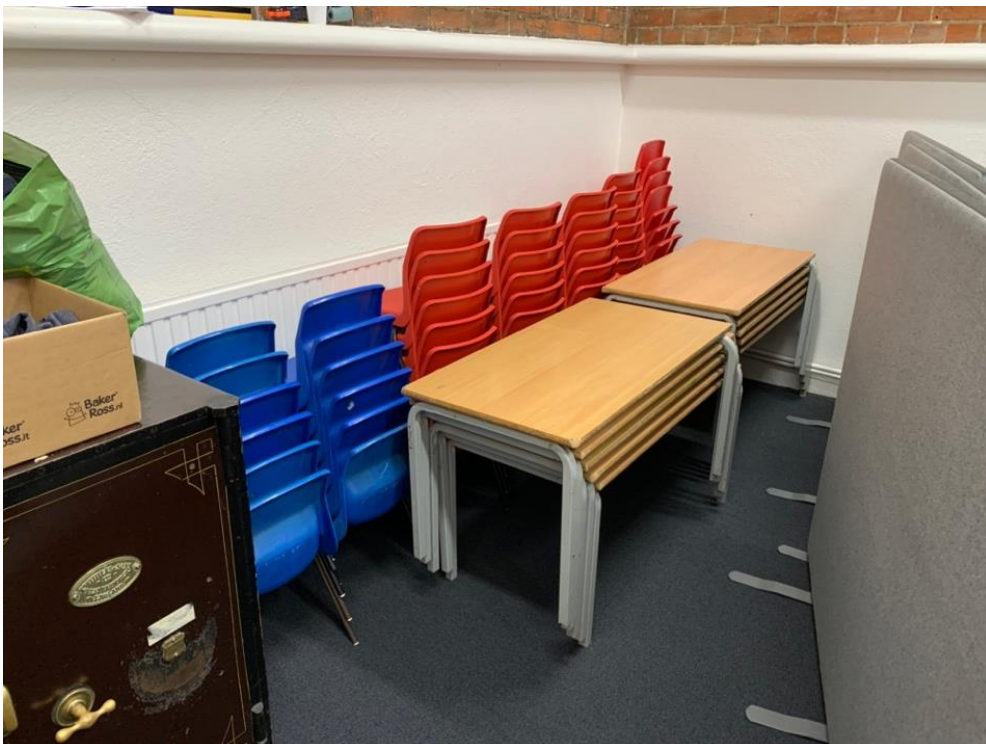
The main Church entrance door will be locked and you will be given an alarm code, key & fob to enter the building. These can be collected from the office during office hours.

Please could you make sure the lights and heaters are turned off at the end of your event, and the door is locked if you are the last group to leave the premises (in case there is any gap between your departure and the locking up)

53x children's red & blue chairs - When finished, please stack against the wall (no higher than 10 chairs per stack).



10x children's tables - When finished, please stack next to children's chairs (2 stacks of 5 tables) and cover with grey display boards



25x Adult Chairs - Stored on trolley.

Please first chair is in place and that chairs are stacked neatly... the stack should not look lopsided!

