

# Church of the Sacred Heart and St. Peter the Apostle

## Notes for hiring of the Parish Centre

London Road, Waterlooville, PO7 7SR

[www.waterlooville-catholic.org.uk](http://www.waterlooville-catholic.org.uk)



For bookings please contact Nina McCormack on 023 9271 1368 or email [bookings@waterlooville-catholic.org.uk](mailto:bookings@waterlooville-catholic.org.uk)

For other enquiries please ring Lesley Schofield on 023 9225 4466 or email [info@waterlooville-catholic.org.uk](mailto:info@waterlooville-catholic.org.uk)

We are delighted that you are considering hiring our Parish Centre. The Centre was completed in Spring 2011 and has been designed to very high standards. It offers a flexible format suitable for many uses.

The Centre is managed by a Management Committee on behalf of the Parish and holds a Premises License from Havant Borough Council for music, singing, dancing and theatre. Please note that we do not have paid or permanent staff dealing with lettings and thus your patience is appreciated when calling – your call will be returned as soon as possible.

The Centre has a large hall which can accommodate up to 300 people – however actual numbers will depend on the layout required.

For example:

Seating in rows e.g. for a lecture: 180 people (less if you wanted a wide stage area).

Banqueting e.g. wedding reception (long tables): 155 people.

Cafeteria style seating with tables of four to six: 110 people.

The Centre has a moveable stage which is 4m x 3m @ 400mm high with 2 timber steps with a valance front and sides. There is a PA and loop system plus TV and data points. Please ask for details.

The Hall can be divided into three rooms with soundproof dividing walls which are available to hire separately.

A well equipped kitchen which leads to a service area in the main hall is available for hire.

### Disabled Facilities

The Centre welcomes disabled visitors. There is easy access for wheelchair users and appropriate toilet facilities.

## **Responsibilities of those hiring rooms**

Please note that if you hire rooms there are certain restrictions and responsibilities associated with your hiring.

You are responsible for the behaviour of yourself and your guests and we request that children are appropriately supervised at all times.

We ask that you show due respect for our neighbours and are quiet when vacating the premises.

You may be held responsible for any damage caused to the premises or injury to people attending your function. Although the Centre is insured against our failure to protect the public it is unlikely that this will extend to your private hire. We recommend that you consult an Insurance Broker with regard to whether you need appropriate cover for your event.

Please read our terms and conditions of hire and make sure that you are fully conversant with them before using the premises.

## **Kitchen**

The kitchen is available for use by all hirers and is equipped with:

- Drinking water heater
- Full place settings of crockery for 120 (including glasses/cutlery/plates/bowls)
- two cookers
- fridge-freezer
- glass fronted fridge for drinks
- microwave
- sinks drainers
- separate utility room with dishwasher

It is a condition of hire that all equipment uses is thoroughly cleaned after use, returned to its storage place and the kitchen is left ready for the next user.

Please note, no under 14s in the kitchen.

## **Bar Facilities**

The Centre is not a premises licensed for the sale of alcohol. Therefore this is not permitted by any hirer.

## Hiring Charges

MAIN HALL	
Monday – 8.00 am to Friday 6.00 pm	£15 per hour with 15 minutes set up/clear away time Minimum hiring time of 2 hours after 6 pm
Friday 6.00 pm to Saturday 11.00 pm	£30 per hour – or £200 for the whole day on Saturday

1/3 HALL	
Monday – 8.00 am to Friday 6.00 pm	£10 per hour with 15 minutes set up/clear away time Minimum hiring time of 2 hours after 6 pm
Hiring 1/3 of the hall may be possible at other times – please ask	

KITCHEN	
Use of cooker and/or dishwasher	£10

We offer a 10% discount for regular bookings

If you do not wish to clear up after your event, we can arrange cleaning at a cost of £15 per hour or part of an hour, providing this is agreed prior to your use of the Centre. Please note that for major events it is unlikely that this will be less than 2 hours.

## **After your function**

We ask that you vacate the premises promptly after your booking.

It is expected that you will leave the Centre

- in a clean and tidy state
- with all furniture restored to its storage space
- All rubbish removed
- Floors swept and spillages cleaned away

Our caretaker is contracted to keep the Centre clean and tidy but not to carry out duties for individual hires.

If you leave the Centre in a condition which is not deemed to be acceptable you will be charged against your deposit at a rate of £35 per hour.

## **To make a booking**

Please email or telephone your request.

Availability will then be confirmed and held for 48 hours.

When you confirm your booking we will require a completed agreement and a non-refundable deposit of 10% (for week day bookings under £45 we require payment in full).

The balance (including a cheque for the surcharge) is required 6 weeks prior to the event.

### **Security Deposit**

In recognition of the quality of the Centre and its facilities, we do need to request a £200 security deposit. This can be paid by cheque which will not be cashed and will be returned in full assuming all the conditions of hire have been met.

### **After the hiring**

The deposit will be returned within 14 days

TERMS AND CONDITIONS OF THE HIRE OF THE PARISH CENTRE OF THE CHURCH OF THE SACRED HEART AND ST. PETER

If you are in any doubt about the meaning of any of the conditions listed below, please seek clarification.

1. A surcharge of £200 is required for all private function hires. This will normally be returned 14 days after the event provided that the conditions of hire have been adhered to. It will be used in part or full where the conditions have not been met or to cover damage or additional cleaning.
2. For occasional weekday bookings a minimum of 50% of the total hire charge will be required as a deposit and the balance a month prior to the event. If bookings are made less than a month before an event, then full payment will be required upon confirmation of the booking. For Saturday functions a non-refundable deposit of £30 will be required to secure the booking and the balance payable a month before an event.
3. The premises, including the car park, must be vacated by the time stated at the time of booking and in any case, no later than 23.30.
4. The Parish Centre Management Committee reserves the right to refuse any booking or to change the conditions of hire where appropriate.
5. The hire of the premises does not entitle the hirer to use the premises at any other times or use any room not specified in the hiring agreement.
6. The Parish Centre Management Committee reserves the right to terminate a hiring if the terms and conditions are being breached and will not be liable for any resultant loss or damage.
7. The hirer is responsible at all times for the adequate supervision of those using the premises and to ensure their behaviour adheres to the terms and conditions.
8. The hirer is responsible for any damage to the premises however slight. They will ensure that nothing is attached by means of any form of adhesive to the fabric of the building or its fittings and furnishings.
9. The hirer is to ensure the building is not used for any purpose other than that stated in the license to hire, nor to sub-let or allow any other persons to use the premises for any other purpose.
10. It is the responsibility of the hirer to ensure that nothing that is done on the premises contravenes the law in relations to gambling, betting or lotteries.
11. If serving food, it is imperative that all appropriate food hygiene legislation and regulations are adhered to.
12. Any electrical equipment brought onto the premises must be in safe working order and a valid certificate of inspection held.
13. There is to be no smoking on the premises at any time.

Please respect the Centre, our neighbours and other hirers during the period of your hire and whilst in the car park.