

Cloverfield Church & Community Hall Conditions of Hire



Thank you for your interest in hiring Cloverfield Community Hall.

For the benefit of all users, we ask that you adhere to the following conditions of hire:

Children's parties & activities must be supervised by parents/adults at all times.

Access to the building can be only gained at the time stated and must be cleared by the end time because many events run consecutively.

1. Full payment is required before your booking is confirmed.
2. Preparation and clearing up time is inclusive of allocated time.
3. Please leave the premises as clean and tidy as you find them. There are cleaning materials, including a broom, mop & bucket, and a vacuum cleaner available for your use.
4. Unfortunately, we do not have bins for the Community Hall, and so we require all users of the building to **take ALL their rubbish away with them.**
5. Please use front door only for arrival and departure. NB: Doors at the rear are an emergency exit and unloading/loading only.
6. **Smoking is not permitted anywhere in the building.** There is a bin for cigarette butts outside the main entrance.
7. **The sale of alcohol is not permitted within the building.**
8. The church is in the middle of a residential area. Please be mindful of our neighbours, particularly in relation to noise levels. Also, please avoid congregating outside the main entrance of the building.
9. Please close any windows or fire exits that you have opened; switch off lights, sockets and the water boiler when you are finished with them before you leave the building.
10. **Bouncy castles** are permitted in the hall but are **used at hall hirers own risk.**
11. All hirers have a duty of care for the safeguarding of children, young people and vulnerable adults. Any concerns should be reported to a responsible authority. Further advice on safeguarding and reporting of concerns can be found at the following locations.

<http://www.cloverfieldchurch.org/keeping-people-safe/>

<https://www.churchofengland.org/safeguarding/safer-church-reporting-support>

A representative of Cloverfield Community Church will arrive to let you in at the start of your booking period and at the end to check the building. They will introduce you to the facilities and will show you where tables, additional chairs and cleaning materials are stored. They will also be able to answer any other questions that you may have. We hope that you enjoy your event and find that the Community Hall is suitable for your requirements.

Thank you

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