

BOOKING TERMS & CONDITIONS 2023-2024

1. Continuing with this booking is recognition and acceptance of our Booking Terms and Conditions listed below.
2. Please allow time in your booking for setting up and clearing away.
3. Total fees must be received to secure the booking.
4. **Payment can be made via bank transfer to: HSBC, account name: PCC of Milford on Sea, account number: 41212931 and sort code: 40-30-36.**
5. We reserve the right to cancel or revise the session/hour rate with two weeks notice.
6. If a booking is cancelled with notice of 7 days and over, a full refund will be given. Notice of under 7 days no refund will be given.
7. As the person responsible for making this booking you or the organization you represent agree to take full responsibility for any loss or damage. All incidents must be reported when they occur. Sadly, we will have to charge for any breakages, and you may be sent an invoice for any replacement/repairs needed for significant breakages or damages.
8. Please read our [Policy](#) for Safeguarding Children, Young People and Vulnerable Adults. If the hiring involves the attendance of children and young persons under the age of 18 or Vulnerable Adults at the premises, this booking is conditional upon you complying with it unless you already have an equivalent policy of your own.
9. No alcohol may be sold on the premises. Alcohol, in moderation, may only be consumed with prior consent from the Church Office and the necessary licenses must be obtained from [New Forest District Council](#)
10. Ensure that you have the correct licenses for performance/music/entertainment for your event.
11. The Church and Church Hall are in a residential area. Attention should be paid to car parking and noise levels, especially in the evening. All vehicles are parked at owner's risk, driveways and emergency exits must be kept clear.
12. The person signing this form is responsible for ensuring that any use of the catering facilities complies strictly with [Health and Safety Regulations](#). If the event is to be catered, you must ensure the caterers abide by the standards set out in the regulations.
13. Children must not be allowed into the kitchen for health and safety reasons.
14. We strive to be a nut-free environment. Please do not bring any nut products into the building.
15. Users of the facilities are required to tidy up after their event and ensure that the building is secured when leaving. Instructions will be given to the Hirer as to how the room should be left after an event. After large events, users must dispose of their rubbish, removing any glass bottles off the premises and not leaving them in bins. If used, the kitchen should be left clean and tidy and all glasses and crockery washed up and put away in their original place.
16. No smoking or vaping is allowed anywhere on the Church's premises under any circumstances.
17. The Hirer must ensure that all exits, emergency exits, and fire appliances are free from obstruction and available for use at all times during the period of use.
18. Any accidents must be reported to the [Operations Manager](#) and a written report entered into the Accident and Incident Report Forms which is located on top of all our first aid boxes.
19. The Hirers accept that the PCC cannot be held responsible for loss, damage or injuries to any person, vehicle or possession sustained here. It is in the interest of the Hirer to have in force, throughout the period of hire, a policy of insurance with a reputable insurance company.
20. If you would like to know how we store and use your personal data, Please see our [Data Privacy Policy](#) or request a copy from the Church Office.