

# St Mary's Church Centre, Langley

## Conditions of Use for Occasional Users

St Mary's Church Centre is intended to be available to the local community and we want to encourage its use where we can. The Centre has many groups using it regularly, so we can only offer bookings at certain times.

### Your booking

- 1 You must complete the booking form and pay a deposit of £50 in order for your booking to be confirmed. If the booking is cancelled less than a month before the specified date, 50% of the deposit will be forfeited. If the booking goes ahead and the building is left in good, clean condition, this deposit will be refunded in full.
- 2 The agreed hire charge must be paid in full at least 7 days before the event. (The normal rate for the Main Hall is £20 per hour with a minimum charge of £60.) Cheques should be made payable to "St Mary's Church Centre".  
**N.B.** The full hire charge is payable *in addition* to the refundable deposit.
- 3 Children or young people under the age of 18 years are only admitted to the Centre under the supervision of an adult in charge. We also require you to comply with the terms of the Children Act 1989, to ensure that any children or young people are safe in our building.
- 4 If we need to cancel our agreement, we will give you as much notice as possible. We will not cancel without having a very good reason.
- 5 We reserve the right to refuse bookings without giving our reasons.

### At the time of use

- 6 The centre will be opened at the start of your booking and then locked up at the end.
- 7 **N.B.** Smoking is not permitted anywhere on the premises. Please ensure that this rule is observed by all who attend your event.
- 6 Familiarise yourself with the location of the fire extinguishers and evacuation procedure in the event of fire (see "Fire Action" in the entrance lobby). Ensure that fire exits are kept clear at all times. The emergency exits are the main doors and the kitchen door. If the entrance doors are kept locked during your event, the key must be left in the lock.
- 9 You may use the tables and chairs stored in the room adjacent to the kitchen. Please wipe clean the tables and return them with the chairs to the store after use.
- 10 The kitchen is equipped for making tea/coffee. Please note it is not equipped or licensed for the preparation of food. Food prepared off the premises can be served, but must not be sold.
- 11 The building is not licensed for the sale of alcohol, nor for music or dancing.
- 12 Please note that the entrance from the road is shared with Mountbatten Court. You may use the loading bay but please ensure that the entrance to the resident's car park is not obstructed.
- 13 You may make use of the patio and the grass area on the *North* side of the hall. However please do not allow children to play in the resident's car park behind the building, nor on the grass in front of the flats.
- 14 Please sweep and, where necessary, mop the floor and leave the kitchen and toilets in a clean condition. Cleaning equipment is stored in kitchen and in the disabled toilet in entrance hall.
- 15 You must take away with you any rubbish.
- 16 We cannot accept responsibility for lost property.
- 17 **N.B.** The Centre is immediately adjacent to a terrace of houses, Mountbatten Court. Please ask your guests to leave the hall quietly especially if you have an evening event.

**Contact: Mr Graham Jones, 196 Langley Road, Langley, Slough SL3 7EE**

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The Management Committee acts with the authority of the Parochial Church Council. Their decision on any matters not covered in this document is final.