

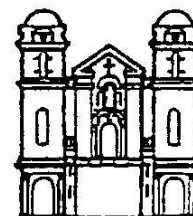
St James the Greater Church Halls

St. James Terrace, Leicester. LE2 1NA

Tel: 0116 2542111

E-mail: office@stjamesthegreater.org.uk

Church website: www.stjamesthegreater.org.uk



Our Halls are available to hire for your events from Monday to Saturday.

Large Hall – up to 120 people

First two hours	£45 per hour
Additional hours	£35 per hour
Kitchen	£30 per session

Undercroft – small hall up to 70 people

First two hours	£30 per hour
Additional hours	£25 per hour
Kitchen	£30 per session

Music rehearsal room (up to 20 people) £20 per hour

Vestry (3 people max) £10 per hour

Key terms and conditions (see below for detailed Conditions of Hire)

- £150 deposit payable for hall hiring – returnable if all terms and conditions of hire are kept.
- Tables and chairs included in cost of hire. Hirer will set up and put away.
- Set up and clear away to be included in the period of hire.
- Regrettably, all rubbish must be removed from site by the hirer after the event.
- Staging available by special arrangement.
- No amplified music after 10.15pm. Site must be vacated by 10.30pm.

Discounts may be considered for regular bookings.

Church can be hired for concerts, special services, school/charity events

The church can accommodate up to 350 people.

Please enquire about availability and rates.

For all enquiries and bookings please contact the Church Office on
0116 254 2111 or office@stjamesthegreater.org.uk

CONDITIONS OF HIRE

1. **The fee and deposit must be paid in advance.** A signed booking form agreeing to the conditions outlined in this document must be submitted to the Church Administrator in advance.
2. **The deposit is repaid 7 days after the event if these conditions have been observed and in particular:**
 - **No overrun of the hire period;**
 - **No unauthorised use of facilities;**
 - **No loss or damage to the Church premises,**
 - **No additional cleaning required by church staff as a result of the event.**
3. If the booking is cancelled less than 14 days prior to the event, only 50% of the hire charges will be refunded.
4. The hire period must include sufficient time for preparation and clearing up. Access to the premises will not be available before the agreed start time. ALL users must have vacated the premises by the agreed finishing time, which must not be later than 10.30 pm.
5. **The hirer is responsible for leaving the premises in a clean and tidy state and is responsible for the removal and disposal of any waste. Recycling must be taken away with you.**
6. **The hirer is responsible for maintaining order inside and around the church premises.** This includes the correct handling of fixtures and fittings, particularly the curtains. The general noise level must not cause a nuisance to people using other parts of the premises or to neighbouring residents. Vehicles should be parked in accordance with traffic regulations and car park markings.
7. **Music must not be played on equipment that does not belong to the Church.** Acoustic music-making is permitted and recorded music may be played on the Church's own sound system.
8. Smoking is not permitted anywhere on the Church premises. Hirers who wish to burn candles or incense on the premises must consult the Church Administrator in advance of the booking.
9. The exits to the premises must not be obstructed during the hire period. The chain on the emergency door in the Large Hall must be unhooked and the bolts opened at the beginning of the hire period and closed again before leaving the premises. **Do not block the fire exit with the piano in the hall or a car outside the hall.**
10. On no occasion should the number of people in the Large Hall exceed 120. Similarly, the number in the Undercroft must not exceed 70. This number includes children
11. The hirer should ensure that the necessary insurance cover has been arranged for the event.
12. You are required to ensure that children and vulnerable adults are protected at all times, by taking all steps to prevent the occurrence of any injury, loss, damage or harm. Under 18's should be supervised by an adult.
13. Use of the kitchen(s) must be arranged in advance. They should only be used to prepare and serve pre-cooked food and no additional cooking equipment (e.g. portable barbecues) should be used anywhere on the premises.
14. Use of the staging in the Large Hall must be arranged in advance. Only authorised church staff must set up or dismantle the staging.
15. The hirer must not sub-let any part of the premises.
16. The Parochial Church Council will not be responsible for any theft or loss of property.
17. The Parochial Church Council reserves the right to cancel or not accept any booking that it considers to be against the policy of the Church or the public interest.
18. The Parochial Church Council reserves the right to cancel any booking with less than 24 hour notice if unforeseen external circumstances require the church or halls to be used on the selected dates. In this case, a full refund would be given.

**FAILURE TO ADHERE TO ANY OF THESE CONDITIONS MAY RESULT IN THE BOOKING BEING CANCELLED AND MONIES PAID IN ADVANCE BEING LOST.
THE ENTIRE DEPOSIT WILL BE FORFEITED.**

December 2021