



ARCHDIOCESE OF THYATEIRA AND GREAT BRITAIN

GREEK ORTHODOX COMMUNITY OF ST. ATHANASIOS, CAMBRIDGE

154 CHERRY HINTON ROAD - CAMBRIDGE – CB1 7AJ

TERMS AND CONDITIONS OF HALL HIRE

APPLICATION SCOPE

I. All applications for the Hire of the main Hall and/or any other rooms must be made on our standard Booking Form and forwarded complete to the Management Committee. The person who signs the application shall be considered to be the Hirer. Where an organisation is named that organisation shall also be considered the Hirer and shall be jointly and severally liable together with the person who signs the form. The Hirer of the Hall must be aged 18 years or over.

II. Completing a booking form indicates the Hirer's acceptance of St Athanasios general and specific Terms and Conditions, both mentioned in this document or as an addition when applicable to specific items (use of the Kitchen, late night booking etc.).

III. Any specific agreement made with a Hirer in writing (email/letter) will prevail over the corresponding section of the general T&Cs.

IV. If an update is made to St Athanasios Terms and between the booking date and the date of the actual event, the Terms and Conditions valid at the time of the booking will prevail.

V. The Hirer is restricted to using the room(s) indicated in the Booking Form and may not without previous written permission set up any equipment outside of the room(s).

VI. The Hirer shall not sublet the Hall or any part thereof or allow the premises to be used for any unlawful purpose and shall not use the premises for any purpose other than that described on the Booking Form.

VII. Failure to comply with St Athanasios T&Cs, general and specific, will result in an immediate cancellation of the booking, effective from the time of the incident. This might mean that a session could be interrupted and the Hirer required to leave the premises immediately, if a major and voluntary breach of the T&C's is discovered (especially, but not limited to, when Health and Safety is compromised).

VIII. The Management Committee reserves the right to close the Hall, or parts thereof, should essential repairs / maintenance prove necessary or other circumstances dictate that it is necessary to close. In all cases all monies paid shall be refunded but we will not be responsible for any consequential loss.

IX. The Management Committee may refuse any application for hire of the Hall without stating a reason.

X. The Management Committee reserve the right to amend these T&Cs at any time at their discretion.

XI. The right of entry to the Hall is reserved to the Management Committee and any other agent of the Management Committee during the hire period.

1. COST OF HIRE

1.1. St Athanasios room hire and equipment costs are regularly reviewed and advertised on the website. The costs advertised on the website at the time of the booking will be valid until the event takes place if the booking specifications are unchanged. The booking must include time to set up prior to the event and clearing out after the event.

1.2. Any modification to the booking might incur added costs, which will be invoiced at the advertised rate at the time of the modification.

1.3.1. For one-off bookings St Athanasios will send the Hirer an invoice 1 (one) month prior to the event, for full payment within 7 days. Failure to pay without prior agreement with St Athanasios will result in the cancellation of the booking.

1.3.2. Regular users with a block booking will be invoiced every 3 months in advance. The Management Committee reserves the right to change the frequency of invoicing at their discretion.

1.4.1. For one-off bookings, a security deposit shall be paid over and above the hire charge. The security deposit shall be refunded after the event once St Athanasios Manager is satisfied that no damage or loss of property has occurred.

1.4.2. For block bookings, the Hirer will be required to provide references from any venue they may have previously used for the same purpose. The Management Committee will decide if a deposit will be required and how much this will be based upon references provided. If no references can be provided, a £500 security deposit will be required and will be refunded after six months or at the end of the booking period, whichever is sooner, provided all the terms and conditions relating to the refund of the security deposit have been met.

1.4.3. Should the Hirer not comply with the terms and conditions of hire or the Hall not be left clean and tidy, equipment not be put away or the Management Committee incur expenditure or loss as a direct consequence of the hire then the deposit shall be retained at the discretion of the Management Committee. Should a deposit not be requested in advance, e.g. for regular users, the Management Committee reserves the right to make a charge in arrears.

1.5. Any additional invoice sent to the Hirer by St Athanasios in order to cover extra costs directly incurred by the Hirer's activities and/or guests needs to be paid within 7 days following the date of the invoice. Failure to pay will result in

all the Hirer's future bookings cancelled (including their wider Organisation if applicable).

1.6. For major bookings (whole day and/or whole building), a 25% non-refundable deposit will be invoiced at the time of the booking, and the remainder 75% will be invoiced 12 weeks prior to the event for full payment within 7 days. In the instance that the booking is made less than 12 weeks prior to the event payment in full will be required at the time of booking.

2. CANCELLATION POLICY AND NOTICE PERIODS:

2.1.1. For a one-off booking, the Hirer can cancel their booking up to 21 days prior to the event. Past 21 days, the full amount invoiced is due, unless exceptional circumstances and by prior agreement with St Athanasios Manager.

2.1.2. For bookings of 3 consecutive hours or more a cancellation fee of 25% of the booking value will be charged if the cancellation is made within 12 weeks of the event taking place, unless exceptional circumstances and by prior agreement with St Athanasios' Manager. For major events (whole day and/or whole building), this cancellation fee will be invoiced in addition to the non-refundable 25% deposit invoiced at the time of the booking.

2.2.1. Regular users with a block booking will agree an individual notice period with the Management Committee that they must give if they wish to cancel their block booking. These will be decided on a case by case basis.

2.2.2. The Management Committee reserves the right to, from time to time, review all block bookings and ensure they meet the needs of the local community. In the event that there is greater demand than availability, the Management Committee reserves the right to give notice of not less than one month to any regular user with a block booking which it considers a lesser priority based on the needs of the local community.

2.2.3. All new Hirers who wish to block book are subject to a three month trial period.

3. LIABILITIES, HEALTH AND SAFETY:

3.1. Insurance and Liabilities

3.1.1. The Hirer is responsible for insuring their activity and holding all additional relevant paperwork (Licences, Professional Qualifications if registered activity, specific Health & Safety Policies, First Aid and Food Hygiene Certificates if applicable etc.). St Athanasios reserves the right to require a copy of the Hirer's documents mentioned above. Failure to produce all the necessary paperwork, or proof of the application to acquire them in a reasonable timeframe, will result in the immediate cancellation of the current and any subsequent bookings until such documents are provided.

3.1.2. The Hirer is responsible for any person at the premises with the express or implied authority of the client where such person's presence is related to the Hirer's booking (including, but not limited to: guests, friends, family members, free or paying attendees to the event, and suppliers) including proper supervision of car parking arrangements so as to avoid obstruction of the highway and the emergency exits from the Hall.

3.1.3. The Hirer shall during the hire period be responsible for the supervision of the premises, its fabric and contents, their care, safety from damage however slight or change of any sort. Any Hirer finding any fault, damage or if any other situation is referred to them must inform the Management Committee as soon as possible whilst also taking any action to make matters safe or place a warning for other users.

3.1.4. All damages and breakages to St Athanasios or the property of St Athanasios, including the loss, removal or theft of property, shall be charged to the user at replacement cost.

3.1.5. Should any incident happen at St Athanasios, and after all the necessary immediate actions have been taken care of, the Hirer must notify St Athanasios management at the first opportunity, with a description of the incident, the contact details of the victim and witnesses, any action taken, any reference

number relating to the incident (emergency services, insurance etc.) and other relevant information.

3.1.6. It is good practice for all Hirers, but compulsory for any Hirer offering sports and physical activity, to produce their own Risk Assessments and procedures, and to send one copy to St Athanasios for reference. Please note that Hirers should never assume that St Athanasios will be staffed at the time of their booking, and therefore any such matters are the Hirer's sole responsibility.

3.1.7. Any costs and potential loss of income involved as a result of damage caused by the user's failure to comply with these specific provisions shall be borne by the Hirer. The Management Committee shall not be responsible for any loss or damage to any hirer's property arising from the use of the Hall nor for any personal damage or injury which may be incurred by or be done or happen to any person or persons using the Hall arising from any cause whatsoever. The Management Committee shall not be responsible for any consequential loss to the hirer. The Management Committee shall not be responsible for the external failure of utility suppliers, government restriction, unforeseen act of nature, or any other external reason that might render the Hall or part thereof unfit for the use it was hired. The Hirer shall indemnify the Management Committee against any claim which may arise out of the hiring or which may be made by a user of the Hall during the hire period in respect of any loss damage or injury.

3.2. Safeguarding

3.2.1. Hirers shall be responsible for assessing their activities and for supplying evidence that their personnel are DBS checked, where appropriate, and fully briefed on safeguarding procedures for children, young people and vulnerable adults

3.3.1. The Hirer shall be responsible for ensuring that a qualified first aider is present and that first aid equipment is available. Any incident justifying the use

of a First Aid kit must be recorded and a copy of this record sent to St Athanasios Manager.

3.3.2. The Hirer shall be responsible for ensuring that two stewards are present at every public function attended by adult audiences. Where the audience consists of children under 16 years, at least two stewards are to be provided for every 100 children. Stewards shall be given instructions, by the Hirer, with regards the use of extinguishers and the methods of normal and emergency exits.

3.4. Fire Safety

3.4.1. The Hirer shall ensure that all fire and safety regulations are observed while using the building, that fire exits are unlocked and kept clear at all times and that all fire doors remain closed. The Hirer shall ensure that they are familiar with the Fire Escape routes and the Fire Assembly Point and communicate this information to their guests at the beginning of the booking.

3.4.2. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of fire equipment shall be charged to the Hirer in full.

3.4.3. Smoke machines must not be used under any circumstances.

3.4.4. Save as specified in section 3.4.5, under no circumstances the Hirer shall use or allow or cause any items to be used on the premises which involve a naked flame such as candles or any other items lit with a naked flame, including, but not limited to: incense sticks, sparklers, gel or gas-powered food heaters etc.

3.4.5. The use of candles is strictly restricted and by prior agreement with the management. Tea lights (above waist height and with a protective container at least 5cm higher than the flame) and candlelit centrepieces may be permitted if the Hirer is able to demonstrate sufficient Health and Safety measures.

3.4.6. There is a strict no smoking policy which applies to the entire site.

3.4.7. Hirers shall be responsible for all personal portable appliances they use on St Athanasios premises. Specifically, any electrical item connected directly or indirectly to the mains needs to be PAT tested.

3.4.8. In case of a Fire Emergency, the Hirer is responsible for the safe evacuation of their group and to report their numbers to the person in charge. Please note that the Fire Alarm is not connected to the emergency service: If the building is not staffed at the time of the incident, the person discovering the Fire is responsible for raising the alarm, get to the Fire Assembly point and contacting the Emergency Services on 999.

4. USE OF THE BUILDING

4.1. Access times and controls:

4.1.1. The Hirer shall enter the building for the purpose of their booking only at times agreed with St Athanasios Manager (including preparation visits).

4.1.2. The Hirer needs to book time prior to and after the booking for setting up and clearing up. Any time that the Hirer spends on the premises in excess of their booking time shall be subject to the full hourly rate.

4.1.3. The Hirer shall not arrange for any deliveries to be made for them at St Athanasios outside of their booking times without prior arrangement with St Athanasios Manager. St Athanasios reserves the right to refuse such deliveries.

4.1.4. Exceptionally, St Athanasios Manager will allow the Hirer to access the building independently and give them a key to the premises. In such circumstances, the Hirer is considered a Temporary Keyholder and therefore will be the responsible person for the building in the absence of St Athanasios staff (specific T&Cs apply).

4.1.5. St Athanasios is not staffed at all opening times of the building. Any booking will therefore need to be self-contained and not need any input from St Athanasios staff. This includes their Risk Assessments and policies, which should not rely on St Athanasios being staffed at any particular moment.

4.1.6. St Athanasios will usually accept bookings between 10am-9pm Monday to Saturday and 2pm-6pm Sunday, with exceptions for earlier/later bookings.

4.1.7. For bookings finishing after 6pm, the last user to leave might have to secure the building. The manager will let them know if it is their responsibility to do so.

4.1.8. The maximum permitted number of people using the combined large and small halls is 120 for a dinner dance style layout and 200 people for a standing event. The maximum number in the small hall is 40 people. The maximum number in the large hall is 80 people.

4.1.9. No fixtures or fittings of any kind may be driven into any part of the Hall nor shall any placard or any other articles be fixed to it. Any form of event advertising outside the Hall but on land owned by the Hall e.g. banners may only be displayed with the agreement of the management.

4.2. Caretaking:

4.2.1. The use of St Athanasios chairs and tables is free of charge but needs to be booked. The Hirer is responsible for setting up the equipment as they wish and returning everything in their original place before they leave. Setting up/clearing up in some instances may be arranged for the client at an additional cost. Such arrangements need to be made clear at the time of the booking.

4.2.2.1. In the case of one-off bookings, the booking times include the setting up and clearing up. The Hirer will not have access to the room before the beginning of their booking time as indicated on the booking form and on St Athanasios online calendar, and they will have to vacate the room at the finish time indicated on the booking form and on St Athanasios online calendar.

4.2.2.2. In the case of a block booking the Management Committee may allow the Hirer extra time before and/or after the time slot booked in order to set up and/or clear up. These timings will be decided on a case by case basis and will

consider the individual requirements of the Hirer as well as the requirements of any other Hirers whose booking times may be affected.

4.2.3. The Hirer is responsible for leaving the room and equipment provided in a clean and tidy state. St Athanasios provides cleaning equipment, ensuring that a reasonable level of cleaning is possible after every booking. Please notify St Athanasios staff if any cleaning equipment is missing. Any additional cleaning to be done as a result of a booking will be charged to the Hirer at a rate of £30 per hour.

4.2.4. Any damage to the equipment found after the Hirer's booking will be subject to full invoice of the repair/replacement on to the Hirer's account.

4.2.5. The Management Committee accept no responsibility for property left on the premises after hiring, even where property is left with permission of the Management Committee, for which a storage charge may apply.

4.3. Kitchen and crockery

4.3.1. The kitchen may be used for refreshments free of charge, provided that the Hirer bring their own tea/coffee/sugar/milk, and leave the premises as tidy and clean as they found it (dishes done and back in the cupboards, worktops and sink clean).

4.3.2. The use of any cooking facility other than the water boilers is strictly limited to prior agreement. St Athanasios reserves the right to request a copy of the Hygiene Certificates of the designated cooks. A separate First Aid officer must also be identified.

4.3.3. The use of St Athanasios crockery is dependent on prior agreement and will be subject to inspection. The Hirer will be invoiced for any missing or broken item.

4.4. Music and sound levels

4.4.1. In order to minimise or eliminate noise nuisance, ALL music in the Main Hall shall cease at 11 pm. Centre staff shall ensure compliance with this

condition and have the authority to terminate any event in danger of contravening this provision.

4.4.2. St Athanasios being in a residential area, the music levels need to be kept reasonably quiet, especially at night and when services are held in the Chapel. For reference, the maximum sound level allowed should not be above 85dB in the daytime, and 75dB at night

4.4.3. All bookings involving recorded or live music or performances, or any material under Copyright must be subject to a Licence Application or Temporary Events Notice (T.E.N.).

4.5. Alcohol and Licensed products Consumption and Sale

4.5.1. Alcohol may be consumed on the premises at private parties or at other events when served free of charge. Hirers wishing to organise an event at which alcohol is to be sold shall be responsible for obtaining a Temporary Event Notice (T.E.N.) from Cambridge City Council under the provisions of the Licensing Act. The application form is available online from the city council website. Applications must be submitted a minimum of 10 working days prior to the event. In all cases, whether a T.E.N. is required or not, alcohol is only permitted on the premises if this has been disclosed to the management in advance.

4.6. Living together

4.6.1. St Athanasios is happy to welcome a wide range of groups and activities across the community, and to be an open and creative space encouraging people to meet, explore, share and grow together, but also a peaceful and safe environment to gather themselves. Therefore, all our Hirers are expected to be considerate of others when using the building, as other users might be around and need peace and tranquillity (especially, but not limited to: yoga classes, counselling session, Chapel services, Clergy meetings etc.). As these activities may not always advertised, it is everyone's responsibility to behave in a way that would not be disruptive to these at all times.

4.6.2. Above all, St Athanasios is a place of tolerance and respect. We endeavour to offer a safe space where everyone feels free to be themselves. Therefore, all interaction and communication within St Athanasios, from St Athanasios or addressed to St Athanasios must display these qualities. Please feel free to contact the Manager to report any situation that may have caused anyone discomfort. Any issues raised against a Hirer will be discussed with them confidentially to reach an understanding. If this is not successful, their business with St Athanasios might be cancelled.

APPENDIX A

Use of the kitchen: heating and serving food

The kitchen is not be used for the preparation and cooking of food from scratch. It is available only for the heating and serving of already prepared food.

- The number of people in the kitchen at any one time shall be kept to an absolute minimum.
- Children are not allowed in the kitchen.

In particular, all individuals involved in food preparation in the kitchen shall:

- hang up outdoor clothing outside the kitchen
- wear clean clothes together with protective clothing (aprons) and tie back long hair
- wash their hands before handling any kind of food, having established that there is an adequate supply of soap and paper towels
- use blue coloured sticking plasters, available in the kitchen, for any cuts or sores
- avoid touching face or nose or coughing and sneezing
- use new or freshly cleaned cloths to wipe work surfaces and throw away used cloths at the end of the event (which the Hirer must provide)
- leave the kitchen in a hygienically clean and tidy state
- make sure that all surfaces and floors are washed and disinfected, the oven, hob and microwave have been thoroughly cleaned, all utensils, crockery and cutlery have been washed, the appropriate items have been placed in the recycle and compost bins outside St Athanasios and that rubbish containers in the kitchen have been emptied into the outside bins.