



## **Information Sheet - Church Premises**

### **Section A – Care of the Premises**

- a) Please leave the Premises in a clean and tidy condition, undamaged and free from rubbish. Please leave the Premises properly locked and secured in addition close all opened windows and fire doors.
- b) Please do not place anything on top or immediately in front of any of the heaters.
- c) Please replace the equipment as you found it on entry.
- d) If chairs are moved, they **must** be replaced as they were found
- e) No pins, nails or screws to be put into the walls or the woodwork and no adhesive tape or similar material to be fixed to walls or woodwork.
- f) No posters or notices to be displayed except on the notice boards provided.
- g) No advertisements for private events to be affixed.
- h) No articles to be left in the premises or by the dustbin. Articles left behind will be treated as abandoned goods.
- i) No equipment or articles to be stored with prior permission.
- j) No cars to drive beyond the end of the car park except to unload. Please do not park on the grassed areas alongside the pathway to the hall.
- k) For occasional bookings a deposit of £30 may be required which will be refunded if the Premises is left without damage and in a clean and tidy state and the key returned. Any deposit is to be paid before the event takes place.

### **Section B – Occupancy**

- i. The number of people present is not to exceed 100 persons without special permission, including community events.
- ii. No food may be served, without permission.
- iii. No trading is to take place from the Premises, without prior written permission.
- iv. Smoking, the consumption illegal substances or gaming on the Premises is strictly forbidden.
- v. When the Premises is used by youth organisations or young persons under the age of 21, two responsible adults, must be present throughout the function and who will be held responsible for the good care of the premises. The responsible adults must be named on the application form.
- vi. Sound amplification must be kept to a reasonable level after 10.00pm.
- vii. You must apply to Exeter City Council for an Occasional Licence if you intend to sell either tickets which include alcohol or have a separate bar.
- viii. Any damage or loss must be reported by the user to the Parish Administrator within 24 hours of the occurrence.
- ix. The Premises might occasionally be required for use by the Church. At least 4 (four) weeks' notice will be given prior to the event, where possible, if the booking must be cancelled.



St James' Church  
www.stjamesexeter.org

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### **Section C – Security**

1. The Church accepts no responsibility for any damage, injury or theft that occurs beyond the control of the Church, during (and in connection with) the hire of the premises.
2. Church Premises users must be aware of the location of emergency exits, fire extinguishers and first aid equipment.
3. Any accidents must be recorded in the accident book.
4. Church Premises users must ensure that any electrical appliances brought into the Premises shall be safe and used in a safe manner in accordance with the Electricity at Work Regulations 1989. For example, equipment should have the appropriate Portable Appliance Test (PAT).
5. The nearest public telephone is located at the junction of Mount Pleasant Road and Prince Charles Road. The post code of the premises is EX4 7AH, and the "What three words?" are *chained.kite.helps*
6. Regular Church Premises users must have an appropriate safeguarding policy, complete the attached "Safeguarding Hirers of St James Church Premises" and have adequate insurance cover in place.

### **Contacts:**

Parish Administrator – Tel: 01392 420407. email: [bookings@stjamesexeter.org](mailto:bookings@stjamesexeter.org)  
Treasurer – Nigel Ridgway Tel: 07770 561521.