

BOOKING TERMS AND CONDITIONS

1. Whilst every effort will be made to honour our commitment to you, all bookings by third parties are subject to the worship requirements of the church itself. In the unlikely event that an alteration needs to be made to your arrangements, as much notice as possible will be given.
2. Kitchen facilities are available on both floors but hirers should make their own arrangements for providing and preparing food and drink
3. There are no car parking facilities at the church and hirers and their guests should please use one of the nearby public car parks, e.g. Woodholme along the road from the church
4. St. Luke's reserves the right to refuse any booking requested that is for a purpose that it does not consider appropriate for a Christian place of worship. Advice on this will be given when such a booking is first requested. References may be requested. Once accepted a booking will not be refused (subject to (1.) above)
5. Booking fees are payable in full at the time of confirmation. Fees for regular bookings are payable monthly in advance. If a 'one-off' booking is cancelled with less than one week's notice a cancellation fee will be payable, equal to half the full fee.
6. All hirers are subject whilst using our premises to St. Luke's own policies on Child Protection, Health and Safety, fire precautions, smoking, alcohol and tobacco consumption, drug and/or substance abuse, and music and entertainment. Advice of or copies of these policies will be offered on requesting a booking. If refused, hirers will be deemed to be subject to them nevertheless.
7. Hirers must obtain their own temporary licence for consumption of alcohol if that is required. Application forms can be supplied on request but the completion of these formalities and the obtaining of the licence is the responsibility of the hirer and St. Luke's will take no action in this regard other than to supply the application form.
8. Hirers should please not commit, cause, support or decline to halt any form of disturbance or nuisance in, on, around or near the church premises when using them or whilst leaving them.

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9. Hirers should please vacate the premises at the appointed hour.
10. Hirers should please ensure that all electrical appliances and lights, especially ovens, heaters etc., are switched off before leaving.
11. Hirers should take every reasonable precaution and care to ensure that the premises are not damaged or exposed to risk whilst using them and will report any fault that they discover on arrival or that they cause whilst using the premises. Hirers will be asked to pay for any breakages or damage caused by lack of care on their part.
12. Hirers are responsible for making their own insurance arrangements for their use of the premises.