



## **Guidelines for the use of Church facilities**

### **General:**

- Applications must be submitted at least 10 working days prior to the planned event.
- We reserve the right to refuse a booking or terminate an agreement if Church interests are violated. All applications are approved by our Chaplain.
- Timings of bookings should be stated in periods of one hour/half hour (e.g. 10.00-15.30, not 10.00-15.15).
- A booking is confirmed once full payment has been received. Payment is required within 15 days of receipt of the invoice or not later than one week prior to the event, whichever comes first.
- Appropriate insurance is the sole responsibility of the person/organisation hiring the facilities. You will be liable for any damage to church property and will be charged for repair/replacement costs and the security deposit will be forfeited.
- Cancellation of an event by the renter: more than one month prior to event: a €25.00 administration fee will be charged; less than one month prior to event 50% of booking fee (not including security deposit) will be charged.
- Smoking is not permitted in the buildings.
- Fire escape routes must be kept clear at all times.
- Notices or decorations may not be fixed to walls, pews, doors, windows or the bar with tape, pins, staples, etc.
- Only guide or companion dogs accompanying disabled persons are allowed in the buildings.
- Parking is not permitted within the church gates or in front of the vicarage gate or garage doors (Riouwstraat 2).
- Please do not drag objects across the wooden floors/carpets.
- Rubbish bins are to be emptied and bags replaced (new bags can be found in the bottom of each bin). Bags of rubbish to be deposited in the large green container outside of the kitchen; clean paper and cardboard in the large blue container. All empty bottles must be removed from the premises.
- Outside and inside lights (including in all toilet facilities) must be turned off prior to leaving.
- At the end of the rental period the facilities must be left in order, including furniture returned to its proper place. Premises will be checked by a steward at the closing time indicated on the invoice. If the facility is not clean, or the client or their guests exceed the closing time, the client will forfeit the security deposit.

### **Church:**

- All bookings of the Church include a steward who is present to assist throughout the booking. The steward's instructions must be followed.
- Advance approval from the Chaplain is necessary if one wishes to move the altar or altar rail.
- Due to wiring, the pulpits may not be moved.
- Advance approval from the Church organist is necessary before the organ may be used.
- Please do not place anything on the altar or piano.



## **Guidelines for the use of Church facilities**

### ▪ **Church continued:**

- The office entrance and vestry are available for ministers and wedding couples only; not for guests.
- Brides may use the tower room if necessary.
- For health and safety reasons, only eco-friendly biodegradable confetti, flower petals may be thrown outside of the Church.

### **Hall:**

- For use of the hall only a key must be collected from the office during office hours on the day of the event, or the Friday before if the event is on a Saturday or Sunday.
- Setting and clearing up for an event in the hall is the sole responsibility of the person hiring the facility and must be done within the booked time. This includes the removal of all material rented from outside suppliers (caterers, etc).
- Use the main entrance at the bottom of the path leading from the Church to access the hall for guests. Disabled access or delivery of goods should be obtained by using the path to the right of the garages of Riouwstraat 2 which leads to the double doors into the hall.
- You are welcome to play music and to use the piano in the hall (*by arrangement at time of booking*). However we would ask that you consider noise-levels, as there may be a service in the Church and there are neighbours to consider. Music must be turned off by 23.00 at the latest.
- For health and safety reasons, sitting or climbing on the terrace wall is not allowed.
- Ball games are not permitted in the hall nor may toys be removed from the storeroom.

### **Kitchen:**

- Catering personnel, food, beverages and linens (tablecloths, tea towels etc) are not included in the rental.
- Instructions for using kitchen equipment can be found near/on the equipment.
- Deep fat frying is not permitted as we do not have the recommended fire regulation extractor fans for deep fat fryers or the correct drains for draining fat. Please do not pour grease down the sink drains.
- Please do not use anything abrasive when cleaning surfaces. Basic cleaning materials may be found in the kitchen on top of the fridge.
- After use, the kitchen and all equipment should be cleaned and left in order; equipment must be turned off and the back door locked.

**Thank you for adhering to these guidelines.**