

Room Hire Terms and Conditions

1. Parties

- 1.1. The agreement is between the hirer and Birmingham Parish Church (BPC).
- 1.2. The hirer is a singular person or organisation being wholly liable in respect of this agreement.

2. Provisional Bookings

2.1 Enquiries should first be made to check availability with the venue. If the date required is available, a provisional booking can be made via telephone or email. Provisional bookings will be held for a maximum of 14 days, or until another enquiry for that room is made, whichever is sooner, at which point the hirer will be contacted and asked to confirm the booking immediately, or the provisional booking will be released. Any bookings not confirmed within 14 days may be released without notice.

3. Confirmation of Bookings

- 3.1. All bookings are provisional until a completed booking form, and deposit (if applicable) have been received by BPC, who will then provide their confirmation of the booking.
- 3.2. Final numbers for catering (or any amendments to catering orders) should be made 14 days prior to the booking date. After this time, BPC will make every possible effort to meet your requirements, but cannot confirm that the requirements will be met.
- 3.3. You must book enough space for all your activities, including space for the serving of meals and refreshments. You may use only the room(s) you have hired, including for eating, breakout sessions, registration, all other meeting activities. You must allow sufficient time for setting up and clearing the room(s) within the official time slot you have booked. In the event of any extension to the session time(s), the hirer shall incur additional charges calculated by reference to the published room hire price list.
- 3.4. If you expect to have any attendees with limited mobility, you must state this when booking, as not all areas will be accessible to them.
- 3.5. St Martins reserves the right to move your booking to an equivalent or superior room (in terms of pricing) to the room that may have been stated/requested at the time of booking, in order to efficiently manage the booking diary.

4. Cancellations and Change of date

4.1. Cancellations must be confirmed in writing. Once room bookings are confirmed, room cancellations will be charged on the following basis:

More than 28 days notice: No charge
Between 15 & 27 days notice: 50% charge
Between 1 & 14 days notice: 100 % charge

The charge payable will cover the whole booking, including room hire, food, refreshments, and any extras.

4.2. A change of date may result in having to pay the cancellation charges as outlined in section 4.1. Whilst every effort will be made to accommodate changes in date, the provision of rooms, and other requirements cannot be guaranteed.

5. Payment Terms and VAT

- 5.1. A final invoice will be sent to the hirer in writing once the calculation of final charges is completed. Invoices will be due for payment within 28 days of the invoice date.
- 5.2. All prices are exclusive of VAT, and VAT will be charged at the standard rate.
- 5.3. BPC reserves the right to alter prices or other details shown in the room hire brochure without notice. The hirer will be invoiced at the rates applicable at the day of the event, unless advised otherwise.

6. Catering

- 6.1. All catering relating to a function shall be provided by BPC. Outside catering is not permitted. If the hirer wishes to bring their own food on site, this is subject to a cover charge, which will be advised at the time of booking.
- 6.2. Vegetarians can be catered for under the lunch options advertised within the room hire brochure. We will try to cater for other dietary requirements if we are made aware of this at the time of booking; however it may not always be possible for us to provide a menu which suits the specific requirements of the hirer.
- 6.3. Clients are not usually allowed to consume their own food on site, without paying a supplement charge.

7. Equipment and Personal Belongings

- 7.1. Equipment is included as standard within the room hire charges. If a piece of equipment is unavailable or out of use, we will advise the hirer during the booking process, and endeavour to provide a suitable alternative.
- 7.2. The hirer may only bring additional equipment, articles or substances on to the premises with the prior agreement of BPC and as such, equipment, articles or substances must be specified in writing. The hirer may use their own electrical equipment as long as it certified suitable for use in the UK and it has been electrically tested within the last 12 months. Evidence of which should be given to BPC by the hirer before set up.
- 7.3. The hirer will be liable for any damage to furniture, fittings, equipment and any other property of the BPC resulting from the holding of the function, however caused.
- 7.4. BPC do not accept any liability for any loss of damage to any item of equipment, article or substance. If a room is vacated without a member of staff being notified immediately, and equipment hired is stolen, the hirer will be held responsible. The hirer must take care of all their belongings and those of their attendees at all times. BPC cannot be held responsible for any loss of or damage to your property.

8. Affixing of Signage

- 8.1. The hirer shall not erect any exhibitions, stands, displays, freestanding advertising material or any other items on the premises without prior agreement of BPC.
- 8.2. Materials are not to be affixed to walls or ceilings other than with BPC's agreement, then only with masking tape, or other fixings as supplied by BPC.
- 8.3. The hirer shall be responsible for any damage caused to the premises arising from the erection of any item specified in 8.2. above and shall pay to BPC on demand the amount required to fix any such damage.

9. Obligations of the Hirer

9.1. Unless otherwise agreed in writing, it is the responsibility of the hirer to remove and keep out of the premises any person acting in a manner which, in the reasonable opinion of BPC may be undesirable, inappropriate, harmful, offensive, obscene or illegal or may cause a breach of the peace.

9.2. The hirer shall not sublet the hired rooms without prior written consent of BPC.

9.3. BPC will not indemnify the hirer for any loss or damage to any property arising out of the holding of a function or any injury which may be incurred by or be done or happen to any person during the holding of a function arising from any causes what so ever, or any loss due to breakdown of machinery, failure or supply of electricity or telephone, leakage of water, fire, riot, government restriction or act of God which may cause BPC's premises to be temporarily closed or the function interrupted.

9.4. The hirer must recognise the special nature of the building and be aware of the Christian community that use the facilities. By requesting a booking, the hirer agrees that:

- a. They do not directly oppose the Christian faith.
- b. They do not have practices contrary to Christian principles.
- c. They will not promote or practice illegal or immoral activities.
- d. They do not intend to use the facilities for Party Political activities.
- e. They do not intend to use the facilities for researching or promoting or demonstrating or selling or distributing illegal products or salacious materials.

9.5. If children under the age of 18 years are likely to attend the premises, the hirer must comply with BPC's policy on child protection.

9.6. BPC will refuse the right to hire or cancel said booking that does not comply with current policies at the date of hire.

9.7. BPC reserves the right to terminate any hire without prior notice where the hirer fails to comply with these terms and conditions.