

**christ church orpington**

**devoted to Christ,  
dedicated to community.**



# **Hire Brochure 2018**

**Christ Church Orpington  
Charterhouse Road  
Orpington  
Kent  
BR6 9EP**

**[www.ccorpington.org](http://www.ccorpington.org)**



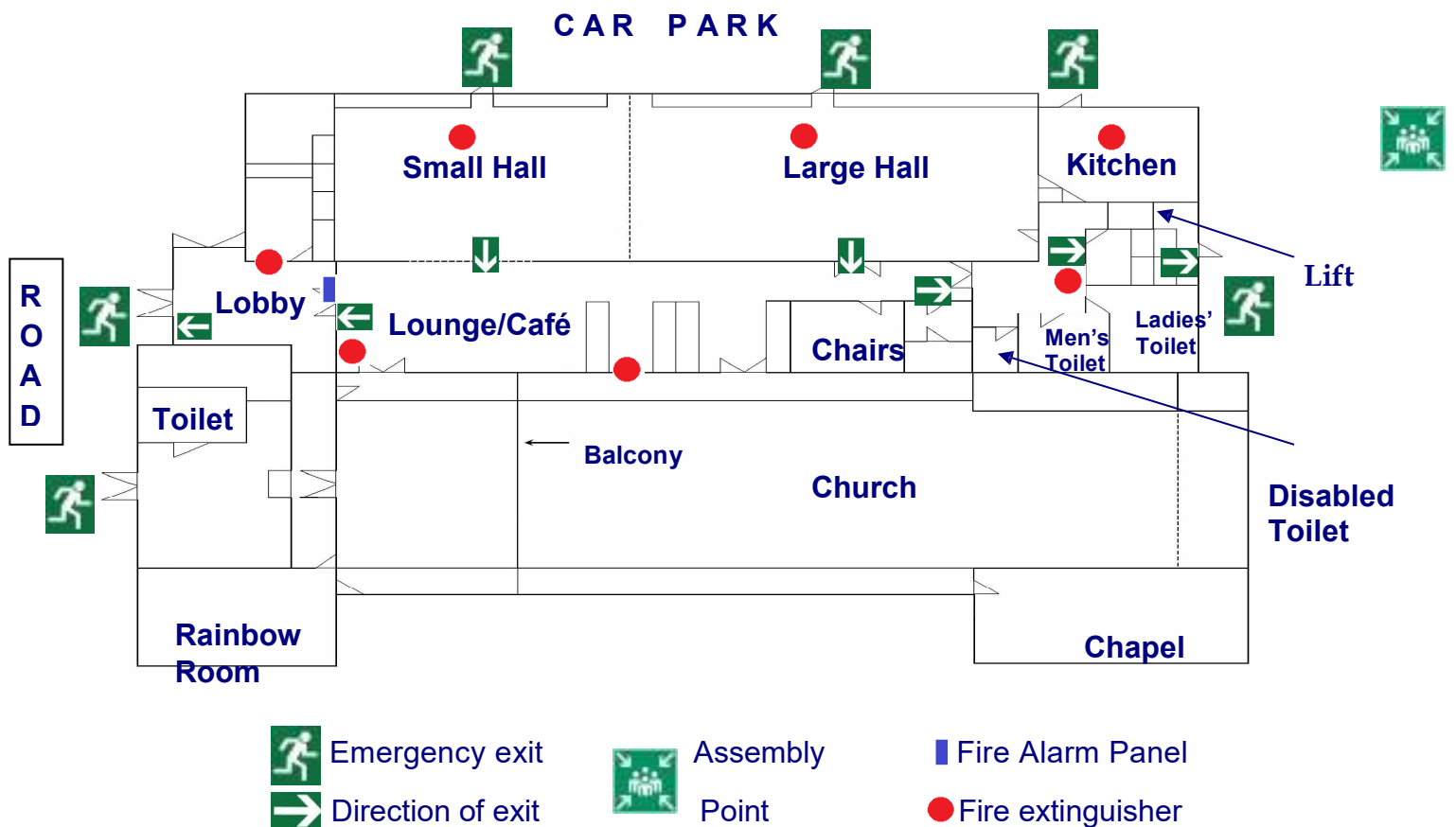
**Registered Charity No. 1127535  
December 2015**

## FACILITIES

The halls at Christ Church Orpington provide purpose-built, modern facilities which were opened in March 2007. Enquiries are welcome for the use of the halls as venues for community and private activities.

The **Hall** (20.5 m x 9.5 m) is suitable for events involving up to approximately 180 people (depending on activity). It is equipped with a retractable partition and can be divided into a **Large Hall** (12 m x 9.5 m) for up to 120 people and a **Small Hall** (8.5 m x 9.5 m) for up to 60 people. The Large Hall has a floor-to-ceiling mirrored wall, a useful facility for dance or keep fit classes. There is a fully equipped, commercial-standard **Kitchen**, with a servery opening out into the large hall. A **Lounge/Café** area (10 m x 5.5 m) near the hall entrance has access to both sections of the hall. This is suitable for serving snacks, and hot and cold drinks, and is equipped with a food and drinks cooler. There are also some smaller rooms situated on the lower ground floor suitable for counselling, interviews, prayer or small-scale workshops. These are accessed by stairs or lift, and have their own dedicated kitchenette and toilet.

There is a limited number of parking spaces within the grounds, but ample unrestricted street parking nearby. The facilities are fully accessible to those with mobility needs: provision includes a lift, toilets, two dedicated parking bays and level-access entrances. Baby changing facilities are also provided.



## CATERING

We are able to cater professionally for your special occasion, with a range of available options: finger buffets, hot and cold buffets, sit-down meals. Please ask to speak to our Café Manager upon application.

## HIRE CHARGES

Facility	Rates / hour	
	Weekday	Weekend / Friday Evening
Entire Hall (180 max)	£27.50	£42.00
Large Hall (120 max)	£21.00	£27.50
Small Hall (60 max)	£16.00	£19.50
Lounge or Kitchen Servery	£8/session: use of servery, hot water boiler and washing facilities only	
Kitchen Servery plus microwave	£12.00/session: use of servery, hot water boiler, microwave and washing facilities only	
Kitchen (full use by qualified caterers)	£35.00/session: full use of kitchen facilities, refrigerator as available	
Baptism/funeral	£103.50 set charge	
Wedding	price on application	
<ul style="list-style-type: none"> <li>Other smaller rooms are also available upon request</li> <li>Use of tables and chairs is included in the hire charge</li> <li>A deposit is required with final payment, but is returned in full where hire conditions have been met</li> <li>A charge of £20 for late night caretaking and cleaning is added for large functions</li> <li>Birthday party bookings are not taken on Sundays</li> <li>Regular hire rates are also available</li> </ul>		

## BOOKING INFORMATION

For enquiries or bookings, please contact the Hall Bookings Administrator, Jacqui Ko. Please be prepared to leave a message and she will contact you as soon as possible.

email: [hall.enquiries@ccorpington.org](mailto:hall.enquiries@ccorpington.org)  
 phone: 07583 155 012

- The **capacity** suggested for each hall is an approximation and will depend on the activity planned. If you have not used the halls before, you are welcome to visit the premises to ensure that your requirements are met.
- The **hire period** is the time of entry until exit. Sufficient time for setting up and clearing away by the Hirer is to be allowed for within this time.
- There are 10 **parking** bays available for use in the car park, two of which are for those displaying disabled badges. If your hire is likely to exceed these requirements, it is requested that you advise your participants to use the unrestricted parking in the surrounding streets.
- Confirmation of booking is subject to a non-returnable **down payment** and acceptance of the conditions of hire.
- The **balance** is payable at least one month prior to hire or at the time of booking if within one month of the event. A returnable **deposit** of £50 (or £100 for large Saturday evening events) is also required against breakages or accidental damage.

# TERMS AND CONDITIONS

## The Parochial Church Council (PCC) of Christ Church, Orpington, Kent **CONDITIONS OF HIRE AND USE OF CHRIST CHURCH HALLS (summary)**

### **1. Application for hire and payment**

- The Hirer must accept full responsibility to the PCC for payments and compliance with the conditions of hire and use, and be the single point of contact with the Hall Bookings Administrator.
- The right is reserved to refuse any application for hiring or to cancel any hiring by giving one month's notice in writing.
- Use of the facilities for certain types of entertainment e.g. music, performances, are subject to the statutory regulation of the premises licence issued by Bromley Council. A copy of the licence is displayed on the Lounge notice board.
- The Hirer may be required to provide documentary evidence of a satisfactory child protection policy where the hire involves the supervision of children under 18.
- Hire charges for unusual uses may differ from those quoted. Other conditions relating to specific purposes of hire may be advised with the invoice.

### **2. Conditions of Use**

- Decorations, notices or fixtures may not be attached to the walls, ceiling or fabric. No wax, chalk or other substance may be used on the floor without approval, in writing, from the Hall Bookings Administrator.
- The Hirer agrees to bear the cost of making good any damage caused to the building, or its equipments, appliances, cutlery or crockery arising in connection with the hiring.
- The Hirer may not sub-let or assign the benefit of any hiring of the facilities for any purpose without written agreement e.g. the hiring of tables.
- Alcohol may not under any circumstances be sold on the premises. Alcohol may otherwise be provided at functions, on application and agreed with the Hall Bookings Administrator.

### **3. Preparation, setting up and clearing away**

- Access to the premises will be arranged by the caretaker.
- Use of the kitchen for food preparation and cooking is only permitted to persons qualified and familiar with the statutory food health and hygiene regulations, which must be observed.
- The Hirer is required to return furniture to the furniture store, sweep floors used and leave the halls in a clean condition. All rubbish is to be removed from site – a charge for cleaning and the removal of rubbish may be made if necessary.

### **4. Down payments and deposits**

- Except for regular users, a non-refundable down payment is required to confirm a booking.
- A deposit, which is normally returnable, is required with final payment. The deposit may be retained in part or whole in the event of damage, late departure from premises, failure to tidy areas hired or failure to take rubbish away.

### **5. Safety and Security**

- At the start of the hire period, the Hirer will ensure that all doors, bolts, locks, etc. likely to be needed in an emergency operate freely and report any defects to the Caretaker.
- It is essential that the Hirer understands the means of escape and ensures that a minimum of two alternative means of escape can be used at any point in the hired portion of the facility.
- All exits and emergency exits must be free from obstruction and available for use at all times.
- Children under 15 years old are not allowed in the kitchen at any time.
- A First Aid book is sited at the office door in the foyer. You are strongly advised to use this to report any accident that may occur.