

Guidelines for Hire of St Timothy's or St James' Church and/or Hall

These are for the guidance of the Parish Secretary or other person responding to enquiries for hire of St Tim's church / hall.

1. The parish buildings are holy places of Christian worship and must not be used for any worship or purpose that is contrary to the doctrines of the Anglican Church.
2. Maximum numbers allowed:
 - St Tim's church 260
 - St Tim's hall 72
 - St Tim's foyer 48
 - St James church 67
 - St James hall 104
3. Saturday evening use is subject to the premises being cleaned and ready for Sunday worship prior to midnight on Saturday night (St Tim's) and 1am Sunday (St James hall).
4. Where people request the use of alcohol at a function, legal provisions must be observed. We will not permit a temporary liquor licence on church property, so supply and use of alcohol must be limited to what is permitted without a licence. NO supply to minors. The Vicar or Wardens are required to give approval for use of alcohol.
5. Set up will usually be on the day of hire. If requested in advance, note what other bookings may be taking place, and whether it is likely to interfere with regular users and/or cleaners. This includes delivery and storage of food and other equipment. Any items left at the venue will be at the owner's own risk.
6. Hours of hire: Limited to
 - 8am – 10.30pm Monday – Thursday
 - 8am – 11.30pm Friday and Saturday (St Tim's)
 - 8am – 12.00am Friday and Saturday (St James, clean-up and leave by 1am)
7. Use of audio-visual and/or musical instruments must be by prior arrangement. Check with Vicar/Wardens/Property Committee.
8. Monthly/regular users: payment required one month in advance, paid monthly, unless otherwise arranged.
9. Hire rates to be advised from schedule, at time of enquiry.