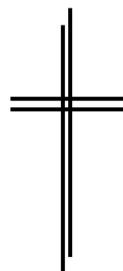


## CONDITIONS OF HIRE – PLEASE READ CAREFULLY

### **SMOKING IS NOT PERMITTED IN ANY PART OF THE BUILDING OR GROUNDS.**

1. The Hirer shall be the person responsible for the safety of persons using the premises and will undertake to arrange such insurance cover as is appropriate for their group/activity.
2. Nothing shall be done that will endanger the Insurance Policy for the Church building and **NO OBSTRUCTIONS MUST BE PLACED IN THE NARTHEX.** In particular, Fire Exits and all other exits must be kept clear of obstructions.
3. A **FIRST AID BOX** is kept in the cupboard in the kitchen marked with a First Aid symbol and there is an Accident Report Book on the Notice Board in the kitchen. Any accident occurring must be entered in this book.
4. Children are not to be allowed in the kitchen unsupervised and the door must be kept closed.
5. The Hirer will be liable for any damage to or loss of property arising from his/her use of the premises.
6. No placards, notices, posters or other objects may be attached to the structure of the building without the consent of the PCC (the use of nails, screws, drawing pins, Blu-tack, Sellotape and other adhesives is not permitted)
7. The Hirer shall be responsible for setting out such facilities (tables, chairs, etc) as agreed and for putting them away afterwards.
8. The Hirer must complete a form for each term indicating his/her intended use of the premises. All occasional bookings on Saturdays must end by 8pm.
9. Payment for use: An account will be presented to the Hirer monthly.
10. The Hirer must leave the premises in a clean, tidy and secure state. (Brooms can be found in the Cleaning cupboard adjacent to the entrance)
11. On leaving the premises, please ensure that all exits are securely locked and all lights are extinguished. Check toilets, to see that they have been flushed and water taps and lights are turned off. In particular, please make certain that all fire exits and the main front door are securely locked.
12. **BURGLAR ALARMS:** Must be deactivated on arrival and set on leaving by entering the code number given.  
This code **MUST NOT** be given to anyone else under any circumstances



## St George's Church Owlsmoor & College Town

### Rates and Condition of Hire



St George's Church, 109 Owlsmoor Road, Owlsmoor GU47 0SS

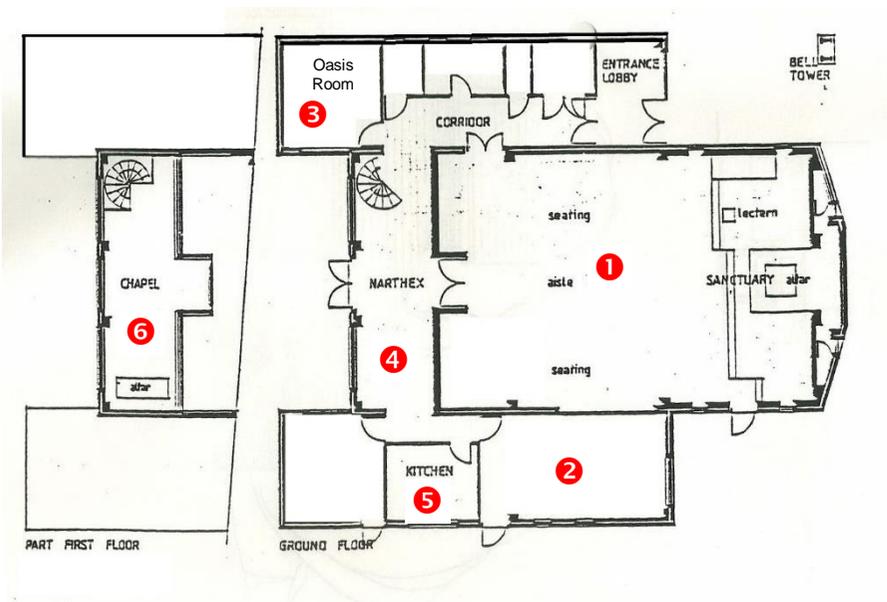
St George's is first and foremost a church, set apart for worship of God, Father, Son and Holy Spirit and designed to promote the Christian Gospel. At its heart of the building is the sanctuary where the altar stands and the Blessed Sacrament is reserved. All those who use the building are asked to respect this primary use,

The Vicar and the Church Council (PCC) welcome and encourage the use of the building by non-profit making organisations and groups that serve the community. This leaflet gives some idea of the facilities that are available and the cost of using them.

Vicar: Revd Catherine Vaughan The Vicarage 107 Owlsmoor Road, Owlsmoor Sandhurst Berks GU47 0SS  
01344 771286 [www.stgeorgeowlsmoor.org.uk](http://www.stgeorgeowlsmoor.org.uk) e-mail [bookings@stgeorgeowlsmoor.org.uk](mailto:bookings@stgeorgeowlsmoor.org.uk)  
Churchwarden: Brian Francis 01344 750514

## Rooms and Facilities

1. The Main Hall (50ft x 31ft). This serves as both a hall and a worship space with a sanctuary at the east end. It has 100 stackable upholstered chairs and a total seating capacity of 210.
2. The Small Hall (23ft x 13½ft) adjoins the Main Hall and is separated from it by a moveable wall. This area has a wooden floor. The halls may be used separately or together. Tables of various sizes are available.
3. The Oasis Room (13½ft x 13½ft) is a separate carpeted and curtained meeting room with tables and upholstered chairs.
4. The Narthex links the various parts of the building and opens into the courtyard.
- 5 The Kitchen meets all current food hygiene regulations and is equipped with a cooker, hotplates and grill, a microwave oven, a refrigerator and a water heater for making drinks. The kitchen is available for making tea and coffee and has a serving hatch into the Small Hall  
It may be used for heating food or cooking by special arrangement.
6. The chapel above the narthex is set aside for private prayer and is not available for booking



The church floorplan

## Booking Charges

Please discuss your requirements with: Brian Francis: 01344 780514 or The Vicar, Revd Catherine Vaughan 01344 771286

Occasional Bookings: £20.00 per hour

Occasional bookings include small parties/birthday teas etc. and offer the use of the Main Hall, Small Hall, Kitchen and Narthex.

Voluntary Groups: £12.50 per hour

Voluntary groups include Guides/Brownies etc and members of the Church Electoral Roll.

N.B.: In all cases a booking form must be completed and a returnable deposit of £25 will be charged to cover breakages, damage or cleaning charges. It would also be advisable for hirers to check if their insurance covers them whilst on Church premises.

Vicar: Revd Catherine Vaughan The Vicarage 107 Owlsmoor Road, Owlsmoor Sandhurst Berks GU47 0SS  
01344 771286 [www.stgeorgeowlsmoor.org.uk](http://www.stgeorgeowlsmoor.org.uk) e-mail [bookings@stgeorgeowlsmoor.org.uk](mailto:bookings@stgeorgeowlsmoor.org.uk)  
Churchwarden: Brian Francis 01344 750514