

# St John's West Byfleet - Cornerstone Centre

## BOOKING FORM

Rev 16 VP 20/07/26

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| <b>Main Hall</b>        | A large multi-purpose hall with polished Granwood floor (marked out for badminton). The hall is well lit and heated. The hall is equipped with tables, chairs and a piano. At the end of the hall a door leads to toilets with baby-change facility. <b>Recommended Maximum Numbers: Standing 300 / Seated 120</b> Wheelchair access to this room is restricted, width limit 770mm. <b>The hall measures 15m x 10m with a usable ceiling height of 14 feet.</b>                                                                                                                   |
| <b>Kitchen</b>          | A large kitchen, complete with commercial range cooker, refrigerator and microwave. Fitted with worktops and food preparation tables, a water boiler for hot drinks, complete stock of crockery, wineglasses, cutlery and cooking utensils. There is a large serving hatch into the main hall. <b>Occasionally the oven spark igniter does not operate. If this occurs the oven should be lit using a hand held igniter or match.</b>                                                                                                                                             |
| <b>Dora Honnor Room</b> | A comfortable meeting room suitable for up to 20 / 30 people. The room is carpeted and supplied with its own chairs. This room has sliding doors that connect to the Main Hall and may be hired in addition to the Main Hall to give an even larger space or separately. A serving hatch connects the room with a small servery, suitable for the serving of light refreshments and is equipped with a sink, refrigerator, cups and saucers, and a water boiler for hot drinks. The room is well lit and heated. Wheelchair access to this room is restricted, width limit 730mm. |
| <b>General</b>          | There is a disabled toilet and baby-change facility off the main entrance foyer.<br>There is free parking at the rear of the Cornerstone Centre for approximately 26 cars.<br>The shared use of toilets and the car park is shared with other hirers or church users.<br>Lighting and heating during winter months is included with all hires.                                                                                                                                                                                                                                    |

To guarantee advanced bookings, the completed booking form should be returned to the booking secretary at the Cornerstone Centre, Camphill Road, KT14 6EH or [admin@stjohnswestbyfleet.org.uk](mailto:admin@stjohnswestbyfleet.org.uk). Upon receipt of the booking form an invoice or a £50 booking & damage deposit will be issued – payment of this invoice secures the booking.

An invoice will be issued for the hall hire & payment of such is to be received by the PCC Treasurer 2 weeks before the hire date.  
Please note that in the event of cancellation, £20 of the £50 deposit will be retained.

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| <p><u><b>Name &amp; Address of Hirer</b></u></p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><u><b>Name &amp; Address of Organisation (If Applicable)</b></u></p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p>                                                                                                                                                         |
| <p><u><b>Date or Dates required</b></u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><u><b>Time/s required</b></u></p> <p>From:</p> <p>To:</p>                                                                                                                                                                                                                                 |
| <p><u><b>Accommodation required</b></u> (Please specify which rooms)</p> <p><u><b>Purpose for which room/s are required</b></u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>I have read, understood and agree to abide by all terms &amp; conditions (tick box) <input type="checkbox"/></p> <p style="color: red;">Please note we DO NOT allow teenage parties, inc. 18<sup>th</sup> or 21<sup>st</sup> Birthdays. <b><u>NO HELIUM BALLOONS OR CONFETTI.</u></b></p> |
| <p>If the consumption of alcohol is requested please state the name and address of the person accepting responsibility — See paragraph 14 of the 'Conditions of Hire'.</p> <p>Name:</p> <p>Address:</p> <p>Telephone, including mobile if available:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                              |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><u><b>Declaration:</b></u></p> <p>I have read and accept the 'Conditions of Hire'.</p> <p>I will pay the invoice (upon receipt) for <u>£50</u> for the booking/returnable damage &amp; cleaning deposit, by bank transfer:</p> <p>Account name: West Byfleet Parochial Church Council</p> <p>Sort code: 40-46-48</p> <p>Account number: 01446428 <span style="color: red;">[Please include name &amp; date of hire as reference]</span></p> <p>Alternatively you can pay by cheque/s payable to 'West Byfleet Parochial Church Council'</p> <p>Signed: _____ Date: _____</p> <p>Hirer or duly authorised representative of Hirer</p> <p>N.B. The car park will be locked at 23.30 hrs after evening bookings and not reopened until the following morning.</p> </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> <p>Hire Rates are charged as follows:</p> <p><b><u>MAIN HALL</u></b></p> <p style="color: red;"><b>Winter Rate</b></p> <p>weekdays £28.39ph, weekends £31.67ph</p> <p style="color: red;"><b>Summer Rate</b></p> <p>weekdays £25.12ph, weekends £28.39ph</p> <p><b><u>DORA HONNOR ROOM</u></b></p> <p style="color: red;"><b>Winter Rate</b></p> <p>£17.68ph</p> <p style="color: red;"><b>Summer Rate</b></p> <p>£15.81ph</p> </div> </div> |                                                                                                                                                                                                                                                                                              |

# St John's West Byfleet - Cornerstone Centre

## CONDITIONS OF HIRE

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**Any COVID restrictions and guidance put in place, including numbers and the wearing of face coverings, must be adhered to at all times.**

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|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | The Hirer must observe the conditions. Any failure to comply with the conditions will give the Cornerstone Centre Management Committee (CCMC) the right to terminate the booking without relieving the Hirer of his obligations as set out below. In the event of any dispute arising from the interpretation of these Conditions of Hire, the decision of the Parochial Church Council (PCC) or its representatives shall be final and binding.                                                                                                                                                                                                                                                                                                                                                                                        |
| 2  | If for whatever reason the CCMC cancel a hire their maximum liability to the Hirer is the return of the booking fee and any damage deposit taken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3  | Applications for hire must be made to the Cornerstone Bookings Secretary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4  | The prescribed charges for the use of the Cornerstone Centre or any separate rooms within the Centre will be quoted on request. Such hire fees are subject to revision at any time without notice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5  | The Hirer must complete the official booking form and send it to the Booking Secretary with the non-refundable booking deposit. The full hire fee minus the booking deposit may be sent to the Booking Secretary or the PCC Treasurer. Where a refundable damage & cleaning deposit is required this may be paid as a separate returnable cheque. Full payment and damage & cleaning deposit <b>MUST</b> be received no later than 2 weeks prior to the date of hire. Non receipt of payment within this time will result in the hire being automatically cancelled.<br>Cheques must be crossed and made payable 'West Byfleet Parochial Church Council'. A receipt will not be issued unless requested. No responsibility will be accepted by the CCMC for any cheques, postal orders or cash that may be undelivered, lost or stolen. |
| 6  | Should the Hirer wish to cancel the booking, any advance payment will be refunded, less the booking deposit of £20, if the hirer gives at least four weeks' notice in writing. Refunds at shorter notice will only be given if it is possible to arrange another hiring for the date and time of the cancelled hiring. Should the hirer fail to use the Cornerstone Centre at the time of the prescribed booking and shall not have given due notice of cancellation the hirer shall forfeit the booking fee.                                                                                                                                                                                                                                                                                                                           |
| 7  | The CCMC may refuse to let any part of the Cornerstone Centre without giving reason.<br><b>The Committee will not let the Centre for Teenage Parties; this includes 18<sup>th</sup> &amp; 21<sup>st</sup> birthdays. Sunday bookings must finish by 6pm.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8  | Setting up and clearing must be within the booked time. All evening functions are to cease by 22:30 hrs and the Centre cleared by 23:00 hrs with consideration given to local residents on leaving the premises. N.B. The car park will be locked at 23.30hrs and not reopened until the following morning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 9  | During the period of hire, the Cornerstone Centre shall not be left unattended and unlocked at any time and the Hirer shall take every care to ensure that no unauthorised person is permitted to enter or make use of any facility. The Hirer shall be responsible for public safety and keeping the emergency exits clear at all times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10 | The Hirer is required to ensure that children are protected at all times, by taking reasonable steps to prevent the occurrence of any injury loss, damage or harm. Appropriate adult supervision should be provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 11 | No decorations shall be used in the Cornerstone Centre without the previous consent of the Committee. The Hirer shall not permit the use of <b>HELIUM FILLED</b> balloons, fireworks or throwing of confetti, streamers or other similar articles in or about the Centre. If the Hirer wishes to stick items on the walls or other areas, a non-stick "blue tack" must be used.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 12 | The electrical installation and any portable equipment provided by us is regularly tested. Test certificates are available for inspection on request. The Hirer is responsible for any damage or injury caused by any equipment brought on site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 13 | The Hirer shall ensure that all persons using the floor of the Main Hall for dancing or sporting activity shall wear suitable footwear and the Hirer will be responsible for any damage to the floor during the hire period. The Hirer shall not infringe any provisions of the Music or Performing Rights Copyright and any other Licensing Laws.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 14 | In order to comply with the laws governing the supply of alcohol the hirer should inform the Cornerstone Bookings Secretary if he or she wishes to sell alcohol at the event. In such case a Temporary Event Notice (TEN) must be obtained by the Hirer. No alcohol may be sold unless the hirer prominently displays a Temporary Event Notice endorsed by Woking Borough Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 15 | The Cornerstone Centre shall be left in a clean and tidy condition, including sweeping the floors, emptying bins and disposing of all rubbish. All kitchen utensils, crockery and cutlery shall be properly washed and put away. Chairs and tables must be left neatly stacked as found. All clearing up shall be completed before the end of the booked period. The Hirer must not dispose of any hazardous waste in the bins provided by the Centre.                                                                                                                                                                                                                                                                                                                                                                                  |
| 16 | <b>Smoking is not permitted anywhere on the premises at any time.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 18 | The responsibility for the event always remains with the hirer. No sub-letting or assignment of the Cornerstone Centre will be permitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 19 | The Hirer and those attending the Cornerstone Centre will be permitted to use only those rooms that the Hirer has arranged to hire. Use of the toilets, kitchen and the car park is automatically included, but these may have to be shared in the event of there being more than one hiring (or church event) at the same time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 20 | The Hirer shall be responsible for any loss or damage to the Cornerstone Centre or the contents, fixtures or fittings relating thereto caused during the period of hire. The Cornerstone Centre Management Committee shall be the sole judge of the amount payable for the repair or replacement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 21 | It is the Hirer's responsibility to ensure that any Company or person providing services to the Hirer is aware of the terms and conditions of hiring and that such conditions apply to them while on the premises; this includes not accessing the premises before the hire time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 22 | The PCC and the CCMC shall not be responsible or held liable in any way to any person for any loss or injury sustained during the hire of the Centre or any damage to property as a result of the hire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 23 | Any member of the PCC or CCMC shall be entitled to enter any part of the Centre at any time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**PLEASE NOTE: NO TELEPHONE IS AVAILABLE IN EITHER THE CORNERSTONE HALL OR THE DORA HONNOR ROOM**  
For and on behalf of the St John's Cornerstone Centre Management Committee