

## The Cabin at St Mary's

Booking Information as of 01/03/24

The Cabin at St Mary's, 50 Main Street, Hardwick, Cambridge  
CB23 7QS



The PCC reserves the right to alter this information with due notice to hirers.

Please ensure that you read the following document carefully and the full Terms and Conditions because once your booking is confirmed, you enter into a legal contract. If you are in any doubt as to the meaning of any of the conditions, please contact the Bookings Secretary, [cabin@stmaryshardwick.org.uk](mailto:cabin@stmaryshardwick.org.uk)

The preferred method of booking is via the online diary accessed via <https://v2.hallmaster.co.uk/Scheduler/View/10062>

Alternatively the form in Appendix 2 below may be used.

### Hire requirements & charges

- The scale of charges is set out below in Appendix 1.
- For one-off hires, full payment will normally be required before the hire.
- Regular hirers will be invoiced every two months in arrears.
- In the event that the Cabin is oversubscribed, priority will be given to groups benefitting Hardwick residents and in particular, groups which benefit people at risk of social isolation.
- All events must finish by 10pm on Monday – Saturday and 8pm on Sunday and bank holidays, to comply with planning regulations.
- Block bookings will be reassessed annually to ensure they remain in the best interests of the Cabin and other potential users.
- If an event has to be cancelled, please give as much notice as possible.

### Safety

- The Management Team cannot accept responsibility for any loss, damage or accidents occurred during occupation of the premises and particular attention is drawn to the observation of the fire procedures (Appendix 3).
- Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
- Regular user groups which are not run under the umbrella of the PCC should have their own insurance and a copy must be provided before a booking can be accepted.
- Children under the age of 16 are not allowed in the kitchen unless supervised by an adult.
- All hirers using the kitchen facilities are reminded of the responsibility for complying with food safety and hygiene regulations.
- There is a key safe for emergency use only by the patio doors and the external kitchen door.
- The serving hatch roller shutter should be left clear to close, as in the event of a fire in the kitchen, the shutter between the kitchen and the hall will self-close automatically.
- Hirers need to know the location of fire equipment. Fire extinguishers (CO2 and foam) are in the lobby and a fire blanket is in the kitchen. The first aid box is in the kitchen. Any injuries must be recorded on an Injuries Form, to be found in the ring binder next to the microwave and emailed to the Bookings Secretary.

- No naked flames are allowed in the building or grounds, with the exception of candles on birthday cakes. The campfire is not to be used.
- You must not use the premises (including the car park) for any purpose other than that described in the booking form, or allow the premises to be used for any unlawful or unsuitable purpose.

### Supervision

- Where the function or activity is intended for children or young people under 18, there must be adequate adult supervision.
- Any activities for children, young people and other vulnerable adults must only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through DBS.

### Alcohol

- If you intend selling alcohol as part of a function, a TEN (Temporary Event Notice) is required which needs to be applied for, 28 days before the event, from SCDC ([licencing@scambs.gov.org](mailto:licencing@scambs.gov.org)). TENs are limited to 12 per year and permission may be declined if more than 12 TENs have already been granted. The Management Committee requires a copy of the TEN a week before the event. Alcohol must not be served to or consumed by anyone under 18 or to anyone who appears in a condition likely to cause a danger to themselves, harm to the hall premises or a nuisance to others.

### Smoking

- The Cabin has a no smoking policy. Users must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. This extends to the outside grounds and churchyard as well as inside the building.

### Care of the premises & its contents

- Individuals hiring the premises or grounds will be held responsible for any damage to buildings, furniture or other property and a claim for the repair or replacement will be made, if deemed necessary.
- No nail or fastening of any kind (including blu tack and sellotape) shall be driven or put into/onto any wall. A picture rail and hooks are provided in the hall to hang bunting etc.
- The tables and chairs in the hall and meeting room must **not** be taken outdoors. There are tables and chairs for outdoor use in the shed.
- Any damage or breakages should be reported to the Bookings Secretary via [cabin@stmaryshardwick.org.uk](mailto:cabin@stmaryshardwick.org.uk). Constructive comments are welcome.
- All hirers are allowed 15 minutes free of charge before and after their let to allow for arrival and departure. Any additional set up and pack down needed should be booked and paid for.
- Please check that the toilets are left in good order for the next users.
- If the kitchen is used, all surfaces should be cleaned after use. All used crockery and cutlery must be washed in hot soapy water, dried and put away.
- Cleaning equipment and materials will be provided for that purpose and can be found in the cupboard under the sink, on the windowsill in the toilets and in the storeroom. Ensure bins are emptied and all rubbish taken away. New bin liners can be found in the kitchen drawer under the serving hatch.
- Tables must be wiped clean before being put away in the store cupboard.

### Electrical appliance use & safety

- Instructions for the use of the dishwasher, oven, hob, microwave and the hydroboil can be found in a ring binder next to the microwave.
- All electrical appliances brought on to the premises must be PAT tested.
- Please do not meddle with the heating system.
- The dimmer lights are put on by pressing down and turned off by pressing down once, firmly.

### Miscellaneous

- Dogs are not permitted in the Cabin with the exception of assistance dogs.
- No bouncy castles are allowed inside the Cabin.

### As you leave ...

- Please close all windows, turn off all lights, turn off the water heater and hydroboil and switch off all other equipment except the fridge freezer. Close internal doors and cupboards and lock external doors.
- **Please remember to take away all rubbish.**
- **Please don't forget to return the front door key to the key safe and other keys to where you found them!**

### Contacts

In an emergency, please call one of the following:

Peter Cornwell	01954 210063	07852881243
Sue Cornwell	01954 210063	
Clare Bigg	01954 211673	
Anne Jones	01954 211417	07912685025
Jeff Jones	01954 211417	07453588886

## The Cabin at St Mary's

### Appendix 1 – Facilities available & Hire Charges

as of 01/03/24

(These charges will be reviewed every 6 months)



Facility	Cost per hour			What is included
	Band 1	Band 2	Band 3	
Main hall (max capacity 64)	£6 per hour	£10 per hour	£12 per hour	16 tables, 52 chairs
Meeting room (max capacity 12)	£3 per hour	£5 per hour	£6 per hour	5 tables, 12 chairs
Kitchen	£10 (flat rate)	£10 (flat rate)	£10 (flat rate)	Crockery & cutlery, cooker (hob & oven), fridge, freezer, dishwasher, microwave, hydroboil (water heater)
Outside area (inc toilets)	£5 (flat rate)	£5 (flat rate)	£5 (flat rate)	Outside tables & chairs

**Band 1** – Bookings by Hardwick Community Groups, local charities and local non-profit organisations.

**Band 2** – Bookings by individuals living in Hardwick who wish to hire the Cabin for private events/parties or groups run as a business for the benefit of local residents.

**Band 3** – Bookings by individuals living outside Hardwick who wish to hire the Cabin for private events/parties or business bookings unrelated to Hardwick.

You will need to book both the hall and meeting room if you prefer there not to be another group sharing the building. **For parties booked in the main hall, it will be expected that the kitchen needs to be booked as well, even if you don't plan to cook.** Remember to book the garden if you wish to be the sole users of this area. Visitors to the church may use the carpark and toilet facilities during your hire, but this is very likely to be minimal. You will be informed if an event in the church will be happening during your let.

## The Cabin at St Mary's

### Appendix 2 – Booking Form for use from 01/03/24

Please complete and return this form to the Bookings Secretary via  
cabin@stmaryshardwick.org.uk

Please allow at least 72 hours for your booking to be confirmed.



Name:

Group/organisation:

Address:

Email:

Tel No:

Mobile:

Day required:

Date of proposed hiring:

Time required (remember to allow for set-up and pack-down if you need more than 15 minutes).

Activity:                      From                      To

Number of people:

If a recurring booking is requested please give details below:

Dates:

#### **Facilities required – Please tick:**

Main hall		Kitchen		Outside area	
Meeting room				Use of oven	
				Use of dishwasher	

**Please note that the carpark, garden, toilets and kitchen (for making drinks) may be shared by other users of the building and the church. Please book both the hall and meeting room if you would prefer that another group is not sharing the building with you.** Remember to book the garden if you wish to be the sole users of this area. **We will inform you if there is a large event happening in the church during your let (eg a funeral) which might impact use of the carpark and toilets.**

**Type of event – Please tick and give details:**

Type	Band	Details
Hardwick Community group/not for profit eg toddler group, art group, exercise class where the organiser only takes sufficient money to cover reasonable expenses.	1	
Private event by individuals living in Hardwick (eg birthday party, business meeting, family celebration)	2	
Private event by individuals living outside Hardwick (eg birthday party, business meeting, family celebration)	3	
'For profit' groups run for local people where the organiser/leader earns a living through fees charged	2	
'For profit' groups which are nothing to do with local residents	3	

**Insurance provided by hirer (for group use):** Yes/No/Not applicable

**Safeguarding policy:** Yes/No/Not applicable

**TEN for sale of alcohol:** Yes/No/Not applicable

**Declaration**

I certify that I am over 18 years of age and I have read the Terms and Conditions of Hire. I accept responsibility for observance of the regulations and agree to pay, on demand, the letting charge incurred.

**The person or organisation hiring the facilities:**

**Electronic Signature:**

**Date:**

## The Cabin at St Mary's

### Appendix 3 – Fire Safety



#### **Fire Procedures**

On hearing/seeing a fire:

- Call 999 and
- Operate the nearest fire alarm point by breaking the glass
- Follow evacuation procedures below.

On hearing the fire alarm:

- Everyone should **stop** what they are doing and **listen** to instructions.
- Group leader must check that the toilets are evacuated.
- People must exit in single file through designated fire doors.
- People must assemble in the carpark, away from the building. Any registers must be taken.
- Any absentee must immediately be reported to the leader.
- No-one is to return to the building until instructed to do so by the fire officer.

During the course of your hire, please ensure that fire exits are not obstructed and that at least two external doors are unlocked.

The serving hatch roller shutter should be left clear to close, as in the event of a fire in the kitchen, the shutter between the kitchen and the hall will self-close automatically.