Application for Hire of St Marys Centre and Church, Church Lane Kenardington Ashford TN26 2NQ

To: The Management Committee of the St. Mary's Centre, Kenardington
Booking Secretary & Church Treasurer: Dr. Stephen Coles
Email: steve.coles@aol.co.uk

CHARGES AS FROM 1st MARCH 2026

Hire of Pentice, (Reception Room), Toilets & Kitchen: **£13.50** per hour up to **8** hours, **£120** thereafter per day, minimum **£50.00**
Hire of above + Church Nave: **£18.50** per hour up to **8** hours, **£160** thereafter per day, minimum **£70.00, (£100 with organ use).**
Heating: Whole facility **£75 per Day 1**, **£30 per Day** thereafter. Pentice, Toilet & Kitchen **£**40 per day 1, **£20 per Day** thereafter.
Hire of digital candles: **£10**

Concessionary hire rates for Kenardington Parish Members for charitable events: Please discuss with the Booking Secretary

Note: The use of the organ is included in the total facility charge as above unless the total usage is less than 8 hours when a supplement is applied

Booking Date: Sunday 15th November 2026

Purpose of hire: SSEMK Concert 1 1500-1730

Will admission be charged? Yes** / No**

Hire required: Total facility** / Pentice, Toilets and Kitchen only**

Is heating required? Yes** / No** Pentice** / **Nave**** (2 days) Heating on late Friday, [SC will do]

Are digital candles required? Yes** / No** Complimentary use

Times: From: 0900 to 1830 TOTAL HOURS: **9.5 (**Note: Harpsichordist will practice pm 14th)

Hire Fee: £160

Heating supplement & Candelabras: £105

TOTAL: £265.00 (Deposit of £80 paid 15/10/26) Balance due 9/11/26: £185.00

Person responsible on behalf of hirers: Dr Stephen Coles
Address: Ruffyns, Aldington, TN25 7EF
Telephone number: 07970 415392
Email: steve.coles@aol.co.uk

Cleaning: The whole venue must be tidied following each event, and your rubbish must be removed. If you wish to pay a supplement, arrangements can be made in advance for any cleaning to be done for you at an agreed charge. Failure to leave the premises reasonably clean, or leaving lights, heating, or other equipment on, or failure to remove rubbish, could result in an extra charge as laid out in Sections **6** &**17** below.

Payment: A deposit of 25% of the cost of your hire is required at the time of booking to secure the hire. **For invoices of £100 or more**, the balance would be required **not less than 7 day**s before the said event. The deposit is non-refundable from **21 days** prior to your event, unless the Committee can fill the booking, (see below). For bookings of **less than £100**, we request payment in full at the time of booking. Cancellations up to **21 days** prior to your event would attract a refund **of 50%** of the total monies, unless the Committee can fill the said booking, (see below). The Committee reserve the right to make additional refunds entirely at their discretion.

Please arrange the appropriate bank transfer (see below) to: *The Friends of St Marys, Kenardington*. Failure to pay by the agreed time could result in your booking being cancelled after appropriate warning.

Keys are to be collected from: Mrs Brenda Hedley, The Cottage, Church Lane, Kenardington, TN26 2NG (01233 733085).

I make application for the hire of the St Marys Centre in accordance with the details given above and agree to abide with the letting rules as set out by the Committee, as set out below.

Signed: 

Please complete two copies and return one to the Booking Secretary and retain the other one for your records

Bookings are not confirmed until a deposit or full payment is transferred

Bank Details: Sort Code: 600121 - Account No: 47648597
The Friends of St. Mary's Church Kenardington (Business Account)

TERMS AND CONDITIONS

St Marys Church Centre, Church Lane, Kenardington Ashford, Kent TN26 2NQ

The premises comprise the Church, the Pentice, the outbuilding housing the toilets, kitchen, boiler room and storeroom and the car parking areas. Bookings relate specifically to parts, or all the venue as specified.

Terms and Conditions of Hire of St Mary's Centre and Church

1. The Hirer will, during the period of the hiring, be fully responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviours of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements, to avoid obstruction of the highway. It is also the responsibility of the hirer to make sure that laws related to drinking and smoking are adhered to. The hirer shall also make sure that everyone knows that it is illegal to smoke on the premises.
2. The Hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the premises, or any insurance policies held by the Management Committee.
3. The Hirer shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing, amplified music, or other public entertainment. The Hirer shall consider residents by reducing the volume of any amplified music after 11pm and leaving the centre with a minimum of noise.
4. The Hirer shall indemnify the Committee for the cost of repair of any known damage to any part of the property including the car park and the churchyard, or to the contents of the building which may occur during the period of the hiring because of the hiring. All damage which occurs must be reported to the Bookings Secretary with communication by email or telephone within 24 hours of the incident occurring. Failure to do this may result in proceedings against the hirer.
5. The Hirer shall pay the full hire charge no later than one week before the date of the hire, (if not already paid in full for amounts less than £100). If the hirer wishes to cancel the booking before 21 days the event, (and the Committee are unable to get a replacement booking), the question of the repayment of any monies shall be at the discretion of the Committee, at they reserve the right to retain those amounts as scheduled above.
6. The Hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition at the end of the hire period, commensurate to its condition at the start, unless prior arrangements are agreed. All rubbish must be taken away and not left on the premises. The pentice and outbuilding should be properly locked and secured, at the conclusion of the hire period. Any contents removed from their usual positions must be properly replaced; otherwise, the Committee shall be at liberty to make an additional charge as appropriate, (see No:17). At no time may any 'Chinese Lanterns' be lit and let off in the churchyard or car park or wax candles lit in the church. Digital candles can be hired for a small supplementary charge.
7. The Committee reserve the right to cancel the booking in the event of the church and hall being required for a divine service (as opposed to weddings not already booked), or for health and safety reasons, in which case the hirer shall be entitled to a full refund of any payment already made.
8. In the event of the hall or any part of it being unexpectedly rendered unfit for the use for which it has been hired, by Acts of God, war, nuclear attack or pestilence, the Committee shall not be liable to the Hirer for any resulting loss or damage, (apart from appropriate refunds as such). No responsibility is held by the Committee for articles or clothing left in the centre, the car park or in the churchyard, which may be removed after reasonable notice.
9. Parking is in the three car parking areas or as directed by stewards if in attendance. Arrangements for stewards supplied by the Centre must be made in writing not less than one month from the date of hire.
10. Electrical Items: All portable electrical items brought into the premises for public use must be PAT (Portable Appliance Tested) by a qualified electrician and carry a label from the electrician which is in date.
11. The Hirer shall ensure that there shall be a minimum of two (2) persons, neither of whom shall be less that 18 years old, on duty in the premises when they are being used for public entertainment; this includes the person in charge. All persons on duty shall have been informed of the procedure to be adopted in case of evacuation and shall be familiar with the whereabouts of the firefighting equipment.
12. All emergency exits shall be always kept clear of obstructions, so as to be immediately available for free public egress. It is the duty of the presiding officer, when functions are held in the nave, to point advise the procedure for emergency evacuation.
13. The Fire Brigade shall be called to any outbreak of fire, however slight, and details shall be given in writing to the Centre Management Committee as soon as possible and in no less than six (6) hours after the said incident.
14. Performances involving danger to the public shall not be given under any circumstances. Highly flammable substances shall not be brought into, or used, in any area of the premises. No internal decorations of a combustible nature shall be erected in the premises. No attachments for holding decorations, notices or the like, shall be made to any part of the building except where special provision has been made, or without prior permission from the Committee.
15. The Hirer shall ensure that no unauthorised heating appliances are used in the centre and if so, electrical appliances are PAT currently tested with appropriate certificates made available.
16. The Management Committee reserves the right to terminate any long-term agreement where it is believed that there have been repeated occurrences of bad behaviour on the part of persons under the control of the hirer.
17. The Management Committee will not allow any activity which presents a danger, for health and safety reasons; nor will it allow football boots or roller boots in the centre. The Management Committee reserve the right to make a charge of not less than £30 if the centre and its surroundings are left in a dirty condition, or if significant rubbish is not taken away at the end of the hiring or if the lights, heating, or other equipment are left on or water is left running.
18. CONCERNS: If you have any concerns, please put them in writing to the Booking Secretary:

The officers of the St Marys Centre Management Committee thank you for your support