

Thank you for choosing our venue. We strive to provide a welcoming and respectful space for all events while upholding the values of the Orthodox Christian Church and local regulations.

What We Offer

1. **Hall rental fee:** £20.00 per hour.
2. **Complimentary 30-minute buffer** before and after for setup and cleanup.

Example: If you book the hall from 14:00 to 16:00, you will be charged for 2 hours (£40.00). However, you may access the hall from 13:30 for setup and stay until 16:30 for cleanup at no extra cost. This ensures you have adequate time to prepare and tidy up without impacting your event duration.
3. **Car park:** Approximately 14 parking bays for attendees' use.
4. **Capacity:** The hall can host comfortably up to 50 guests, seated or standing. For a higher number, please contact office@saint-dunstan.org to discuss.
5. **Toilets:** Men's and women's toilets (down the stairs), and a disabled toilet on the ground floor.
6. **Small kitchen:** Microwave, kettle (or tea urn on request), mugs (top right cupboard).
7. Hall users must bring their own tea, coffee, sugar, as well as disposables (cups, plates, cutlery, etc.).
8. **Booking Assistance:** To arrange a viewing (recommended) and for inquiries, additional requests, amendments, or cancellations, please contact us at office@saint-dunstan.org.
9. **Data Protection and Privacy (GDPR Compliance):**

By submitting a booking request through our website (<https://www.saint-dunstan.org/>), you consent to the collection and processing of your personal data, including but not limited to your name, email address, and event details. This information is necessary for managing your booking, processing payments, and ensuring appropriate use of the parish hall.

Our website employs the Complianz plugin to manage cookie consent, allowing you to control the use of cookies during your visit. Cookies are small data files used to enhance user experience and analyse website traffic. You have the option to accept or

decline cookies whenever you visit our site, via the tab at the bottom right of the screen.

We are committed to protecting your personal data and ensuring its confidentiality. Your information is stored securely and will not be shared with third parties except as required by law or as necessary to process payments through our selected payment providers, such as Stripe, BACS with Lloyds Bank, and Dona + Stripe (for in-person donations or payments). These providers have their own privacy policies and are responsible for their compliance with data protection regulations.

You have the right to access, correct, or request the deletion of your personal data at any time. To exercise these rights or for any inquiries regarding your data, please contact us at office@saint-dunstan.org. We adhere to the UK General Data Protection Regulation (UK GDPR) and are dedicated to safeguarding your privacy.

Terms & Conditions

To ensure a smooth and respectful experience, all guests must adhere to the following:

1. **Noise & Neighbour Consideration:** We kindly ask all attendees to manage noise, clutter, and parking respectfully to maintain a harmonious local community.
2. **Reporting Issues:** If the hall is not found as expected upon arrival, please report any damage or discrepancies immediately at office@saint-dunstan.org, ideally with photo evidence.
3. **Insurance Requirements:** Events that are not organized by the parish must have business liability insurance and might be asked to provide a certificate as proof.

This applies to businesses, non-profit organisations (fundraising events, charity gatherings, community programs), sport & fitness groups, educational & training providers, performance & entertainment groups.

For private events (family gatherings, birthday or baptism parties), insurance is not required.

4. **Safeguarding Policy for Children:** All playgroups and events involving children must follow England's safeguarding regulations to ensure the safety and well-being of all children on the premises.

The event organizer is responsible for ensuring that all staff and volunteers working with children have undergone enhanced DBS (Disclosure and Barring Service) checks.

At least one designated safeguarding lead (DSL) with appropriate safeguarding training must be present during the event.

Parents or guardians remain fully responsible for their own children unless the event is a registered childcare service. At least two responsible adults should always be present, even for small groups.

The group must follow the ratios of adults to children as per Ofsted guidelines to maintain a safe and supervised environment.

(Please check <https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision-for-september-2023>).

Any safeguarding concerns must be reported to the appropriate authorities immediately. Failure to comply with these safeguarding requirements may result in the cancellation of bookings and restrictions on future use of the hall.

5. **Alcohol Use:** All alcohol consumption must comply with local licensing laws. The event organizer is responsible for ensuring responsible conduct among participants.
6. **Hall Condition & Cleanliness:** The hall should be left in its original state, including returning chairs, tables, and kitchen items to their proper places.

All electrical appliances and water taps must be turned off before leaving. Waste must be properly disposed of in the designated outdoor bins.

7. **Smoking** is strictly prohibited anywhere within the building.
8. **Decorations:** No staples, nails, glue, or tape may be used to affix decorations. All decorations must be removed after use.
9. **Reporting Issues:** If the hall is not clean upon arrival, please report any discrepancy or any damage immediately at office@saint-dunstan.org.
10. **Use & Access:** The hall must be vacated within 30 minutes after the booking ends and no later than 23:00.

The key or car park access code must not be shared outside the approved organization.

11. **Damage & Additional Fees:** A post-use inspection will be conducted after each event.

Up to **£500.00** may be charged for damage, poor cleanliness, smoking anywhere inside the building, and / or sharing the access code.

12. **Recurrent Event Bookings** are subject to the same terms unless otherwise agreed.

Agreement & Confirmation

**HALL RENTAL AGREEMENT | PARISH HALL OF SAINT DUNSTAN ORTHODOX CHURCH
94A BOURNEMOUTH ROAD, POOLE, BH14 9HY | CONTACT: OFFICE@SAINT-DUNSTAN.ORG**

By ticking the "**Policy**" box on the website booking form, you agree to abide by these **Terms & Conditions**.

The booking confirmation email will include the invoice, and a payment receipt will be sent subsequently.

To help improve the hall usage experience, we welcome any suggestions or feedback at office@saint-dunstan.org.

We appreciate your cooperation in maintaining a respectful and well-managed venue.