

PARISH OF ST AGNES WITH ST PAUL AND ST BARNABAS

Hall Booking Form (single events)

This Application Form and Conditions of Hall Hire should be read before completing.

No contract exists until a confirmation is signed by the booking officer and returned to the hirer.

NAME OF HIRER.....

NAME OF ORGANISATION (if applicable).....

HIRER ADDRESS.....

.....POSTCODE.....

CONTACT (Mobile)..... (Email).....

TYPE OF EVENT / ACTIVITY.....

VENUE / FACILITY REQUIRED.....

DATE TIME (Start)..... (Finish).....

ANTICIPATED NUMBERS ATTENDING:

ADULTS..... UNDER 16's..... ORGANISERS PRESENT.....

SPECIFY ANY OTHER REQUIREMENTS e.g. tables, chairs, use of kitchen equipment:

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I agree on my behalf, and on behalf of my organisation, to comply with and be bound by, the booking conditions of hall hire as laid down by the Parish of St. Agnes with St. Paul and St. Barnabas. I have seen and agree to abide by the Parish Safeguarding Policy and Good Practice Guides.

Please note: the Parish has liability insurance for hirers for private, social events for up to 3 occasions per hirer a year (provided the hirer has no other insurance in place) and with our agreement.

Cheques payable to: St Agnes with St Paul and St Barnabas PCC

BACS Payment Details are: Bank Name Nat West A/C number 06206093 Sort Code 60-17-21

SIGNED..... DATE.....

BOOKING FORM TO BE RETURNED TO: Mrs Charity Mbui. Tel. 07877665017 - St. Agnes
Mrs Carol Woolford Tel. 07845 468319 - St. Pauls
Mrs Sue Gash. Tel. 0118 9541063 - St. Barnabas

Office Use

Date Form Received Venue Booked

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Deposit Securing Booking £..... Deposit Payment Type (BACS/CHQ/CASH) Verified (Y/N)

Date Balance Due..... Date Balance Received

Balance Amount £..... Balance Payment Type (BACS/CHQ/CASH) Verified (Y/N)

Signed(Booking Officer/churchwarden)

PARISH OF ST.AGNES WITH ST.PAUL AND ST.BARNABAS

Conditions of Hall Hire

BEFORE EVENT

1. The hirer is asked to read the *Parish Safeguarding Policy* and the appropriate *Good Practice Guide* available at the venue, from the booking officer, or on our website www.saintapb.org.uk
2. The hirer is responsible to ensure that the premises are safe for the purpose for which the hall is intended to be used for.
3. The hirer is responsible for ensuring that he/she is aware of the parish health and safety policy, fire exits, position of fire extinguishers, and knows where the assembly point is in case of fire. Regular hirers are required to conduct fire drills at least every 6 months.
4. The hirer is required to ensure that children and vulnerable adults are **protected and supervised at all times**, by taking reasonable steps to prevent injury, illness, loss or damage occurring: and to carry full liability insurance for this with the possible exception of a private social event. (see booking form for conditions).
5. The hirer may not affix posters, notices, decorations etc to the interior or exterior of the premises without prior consent.

DURING EVENT

1. Maximum number of people in hall: St. Agnes (80), St. Barnabas (80), St. Pauls (60), Play Barn (70)
2. All fire exits and access to fire extinguishers must be kept clear at all times.
3. No smoking or selling of alcohol.
4. **No Disco after 7.00pm (not allowed at St Paul's)**. We reserve the right to turn down music if needed.
5. Please respect neighbours and keep outside noise to a minimum, especially when leaving.
6. No animals without prior agreement, except dogs for the disabled.
7. No bouncy castles unless agreed ahead of event. The parish is not insured for these, so ensure that supplier of castle provides full liability insurance for this.
8. No hard footballs to be used, only soft balls.
9. Any accident or injury must be reported to booking officer/churchwarden before vacating the premises and an accident form must be completed.
10. Hall must be vacated by agreed time, including clearing up.

AT END OF EVENT

1. Hall to be left clean and tidy with chairs and tables returned to original position.
2. **All rubbish and litter to be removed from hall, kitchen and grounds and taken off site.**
3. Toilets must be left clean. Kitchen areas must be left clean and equipment put away.
4. Any damages must be reported to the booking officer/churchwarden when returning the key.
5. Keys to be returned immediately, unless otherwise agreed.

PAYMENT

1. No booking is secured until a deposit is received together with a signed booking form.
2. Payment to be completed one week before event or monthly in advance for weekly/monthly hirers.

