

### **Capacity of persons in the hall: 100**

The Church Hall constitutes part of St Mary Magdalene Church and the Parochial Church Council therefore reserves the right to refuse or cancel church hall bookings that involve activities which it considers are inappropriate for such a building.

Please note that it may occasionally be necessary to alter your booking due to unforeseen church business. We will always endeavour to provide good notice if this occurs.

### **Capacity of persons in Meeting Room: 15**

#### **Conditions of Booking**

**Safety Arrangements:** The Hire will be responsible for briefing responsible event staff of the safety arrangement in place in the event of an emergency, i.e. evacuation procedures, assembly point, arrangements for calling emergency services, location of first aid box (to be found in the kitchen) and fire equipment.

**Disabled Persons:** The Hirer must ensure arrangements are in place for evacuating disabled persons in the event of an emergency. There is disabled access to the hall and toilet for the disabled.

**Equipment:** The Hirer must ensure that all equipment brought onto the premises is fit for purpose and complies with 'Health & Safety' regulations. All electrical equipment must be compliant with the 'Portable Appliance Testing' regulations.

**Supervision:** The Hirer will be held responsible for the effective supervision and arrangements of their activities on the premises, to ensure that no adverse noise or behaviour arises that will impact on other users or neighbouring dwellings.

**Smoking:** Smoking is not permitted in the Church Hall.

**Hazardous Materials:** The Hirer must ensure that no highly combustible, hazardous substances or equipment are brought on to the premises.

**Insurance:** The Hirer must ensure that additional insurance cover is taken out for any activities where the public or the property are at an additional risk deemed to be outside the remit of St Mary Magdalene, Upton Parish PCC public liability insurance.

**Publicity of Activities:** Activities may be publicised on the main internal notice boards, by arrangement with the church office.

**Parking:** Two parking spaces will be made available free of charge with the hire of the hall/meeting room. Any additional parking spaces would be by prior arrangement only and may incur a parking fee.

1. Any group is welcome to hire our accommodation provided they do not use them for purposes which are contrary to our Christian ethos. We reserve the right not to hire our premises to groups whose purpose is to promote a partisan, political or social cause.
2. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the booking form.
3. The User must ensure that during the use of the accommodation no person smokes. Alcohol may not be sold on site but can be consumed on the premises.
4. The User will be responsible for all damage (other than fair wear and tear) to the accommodation or fixtures, fittings or equipment. All defects in the accommodation, furniture or equipment should be reported to the Church. A deposit equivalent to the hire of the hall will be required and will be returned as soon as the premises has been checked over.
5. After use, the accommodation must be left in a clean/tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring (unless otherwise agreed with the Church) and the User must ensure that all lights are turned out and all windows and doors properly secured.
6. **We have a policy of recycling and ask that you separate your waste into general and food waste, and recycling and dispose of it appropriately.**
7. The User must not leave any equipment, furniture or articles of any kind unless by prior agreement from the Church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
8. The agreed fee for the use of the accommodation to be paid one week prior to hire. Keys can be picked up from the church office in the week leading up to booking. Any deposit specified on the booking acceptance form will be required at the time of the booking.
9. Please note that there will be a charge for late cancellations. Cancellations made on the same day will incur the full room booking charge. Any cancellations made less than 24 hours from the time the booking was due to start (other than same day cancellations) will incur a £25 cancellation charge.
10. The User agrees that the Church accepts no responsibility for injury or loss to person or property arising out of the use of the building apart from such injury or loss which arises from the Church's legal liability for general maintenance of the property. Users must confirm to the Church on the booking form that they hold their own public liability insurance cover and forward a copy for the Church to retain.
11. The User will comply with the provisions of the Church's Health and Safety policy and will ensure that all those using the building are aware of the appropriate safety procedures. A briefing will be given to the leader of the group on commencement of their booking. Each group leader must complete their own risk assessments.
12. Where the premises are to be used by children, the User will have in place an approved policy setting out their guidelines on the protection of children in their care in accordance with the government guidelines 'safe from harm'.
13. No animals other than registered guide dogs are allowed on the premises, unless agreed by the Church Office.
14. The User must avail themselves of the fire evacuation instructions.
15. No tenancy is created by acceptance of these terms.
16. Users bringing their own electrical equipment must have an up to date PAT test for the items.

I have read, understand and agree to the hiring of the relevant rooms in accordance with the above conditions.

Your booking request is subject to our acceptance so please do not make further arrangements for your event until you have received written confirmation from us.

Signed..... Date.....

Organisation..... Copy of Public Liability Insurance enclosed.....  
ROOM BOOKING REQUEST

Name of Organisation AND person booking.....

Email address and Order number for invoice if applicable.....

Address.....

Email of person booking..... Phone.....

Date(s) of event.....Continue overleaf if necessary  
Description of proposed activity

.....  
In the case of activity involving children, has your organization agreed to comply with the  
Government's Guidelines 'Safe from Harm'? Yes No Not Relevant

Event start time..... Event finish time.....

(Please note that if a party booking takes place on Friday or Saturday night a caretaking charge  
will apply of £10).

Rooms required:

Church Hall

Church Hall Meeting Room

Church

Number of people attending..... Number of chairs required..... Tables.....

Other Requirements (please circle)

Projector                      Screen

Sound desk/operator (only available in the Church) (an additional charge of £20 for this service)

We can provide kitchen facilities to make drinks and/or to prepare food. We ask that each user  
provides their own tea/coffee etc for their booking. If you would like us to provide this please note  
that there will be an extra charge per person.

Please advise us if you require kitchen facilities YES / NO