

PARISH CHURCH OF ST. MARK. --BOOKING FORM

Please return to: Lorna Prout, Parish Administrator, St Mark's Highcliffe, Hinton Wood Avenue, Highcliffe, Christchurch, Dorset, BH23 5AA
Tel – 01425 277614
Email – parishoffice@stmarkshighcliffe.org.uk

Please confirm this booking by returning this completed form.

Name of organisation/Hirer/Responsible Person.....

Name of Responsible Person if Group/Organisation.....

Name and address of person to whom invoices may be sent (private hirers must pay prior to use).
.....
.....

Purpose for which Hall is required.....

Date of Hiring Day(s)

Accommodation/facilities	From (inc prep)	To (inc cleaning & clearing up)	Cost
LIBRARY			
MAIN HALL			
GREEN ROOM			

Indicate period/booking days if a regular hiring

Any group or organisation that meets regularly, must have their own public liability insurance. If a third party is used, such as the hire of a bouncy castle they must have their own insurance. One off hirers must also have their own insurance in force.

Folding tables are available. Hirers are responsible for their erection, wiping down, folding and stowage. Chairs must be stacked, not more than 4 high. No chairs are to be stacked in front of fire doors or in a way that restricts access to the accessible toilet. It is a licence condition that no more than 200 people are on the premises at any one time.

Regular hirers of the Hall who receive accounts at intervals during the year are expected to pay the sum requested **within fourteen days of date of invoice**

I have read and agree the Terms and conditions of hire and undertake to see that they are strictly observed by all using the premises.

Signed.....

Office held.....

Date of application.....

Email Address.....

Address.....

.....Tel Home/Mobile:-

**PLEASE ENSURE THAT YOU READ THIS DOCUMENT CAREFULLY BEFORE MAKING A
BOOKING.**

NB. Throughout this document, the words "Parochial Church Council" and "PCC" refer to Highcliffe Parochial Church Council acting directly or through its Hall Management Committee

**Highcliffe Parochial Church Council St Mark's Church Hall;
Conditions of Hire**

1. All requests for the hire/use of the Hall shall be made in the first instance to the PARISH ADMINISTRATOR and shall be confirmed in writing on an official Booking Form on which shall be clearly indicated the date of the proposed hiring/use, the purpose for which accommodation is required, and such other information as is requested. **NO ENGAGEMENT WILL BE BOOKED UNTIL THIS FORM IS RETURNED**, but a series of identical bookings in the same calendar year may be booked on one form.

The Parochial Church Council reserves the right to cancel any advance booking by giving 28 days' notice in writing. The Parochial Church Council, or Vicar, reserve the right at its/his discretion to refuse to let the Hall to any person, persons or organisation without stating any reason for the refusal, or to withdraw a previous consent if the hirer fails persistently to conform to the Rules and Conditions of hire.
2. Hirers/users will be required to pay such charges as are from time to time laid down by the Parochial Church Council which reserves the right to amend its published list of charges by giving 28 days' notice to all regular users, and those single users as appropriate, and such charges are **payable at least 72 hours before the booking commences**. Regular hirers of the Hall who receive accounts at intervals during the year **are expected to pay the sum requested within fourteen days of demand**.
3. If a hirer/user cancels a booking before the letting takes place, **50% of the hiring charge may be forfeited** at the Parochial Church Council's discretion. If, however, notice of cancellation is not received by the Parochial Church Council within 48 hours of the letting, the Parochial Church Council may at its option charge the whole booking fee.
4. To comply with the requirement of the Trust Deed that "all religious instruction given in the building shall be in accordance with the doctrine and discipline of the Church of England", the consent in writing of The Vicar (or Area Dean in the event of a vacancy in the Benefice) shall be sought before any speaker is invited to address any meeting or other function on religious or theological subject.
5. The hirer/user shall repay to the Parochial Church Council on demand the cost of repairing or replacing any part of the Hall or any property in or upon any part of the premises, or any crockery or other article or articles hired/used which shall be damaged, destroyed or removed during the period of hire/use

6. Hire includes the use of urn and domestic hot water; also the use of cups and saucers, which must be washed, wiped up and put away after use. **Please switch off urn, dishwasher and hot water heater at the end of the hire period.**
7. **Please switch off electric radiator in kitchen when no longer needed.** Heating in the hall is left to the hirer to operate. If in doubt, please enquire. **Please leave premises clean and tidy.**
8. The seating **capacity of the Main Hall is 200**, this is a condition of the premises licence and cannot be increased. (hall has about 150 chairs)
9. The Parochial Church Council shall not be responsible for any loss of, or damage to, any property arising out of the hiring/use, nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons, including persons under 18 years of age, resorting to the Hall during the hiring/use arising from any cause whatsoever, or for any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restrictions or act of God which may cause the Hall to be closed temporarily, or the hiring/use to be interrupted or cancelled, and the hirer/user shall indemnify the Council against any claim which may arise out of the hiring use, or which may be made by any person in respect of any such loss, damage or injury or which may arise by reason of any act or omission on the part of the hirer/user, his servants, and agent or otherwise.
10. A named responsible adult must always be present during any period of hire.
11. The hirer must comply with our current regulations relating to the safeguarding of children and vulnerable adults.
12. Due to the possibility of other adults being in the building at any time, no unsupervised children or vulnerable adults should be allowed access in or through the lobby area. Access to the toilets by children or vulnerable adults may be made **only if supervised.**
13. No exhibition of films, singing, music, dancing, and the performance of stage plays which are subject to copyright shall be performed without the licence of the owner of the copyright and/or a Performing Rights Licence as appropriate. All such licences shall be obtained by the hirer/user and the hirer/user shall indemnify the Parochial Church Council against all claims, demands, actions and proceedings arising out of any infringement of copyright or the unauthorised playing, performance or use of any record apparatus or contrivance occurring during the period of hire/use.
14. **NO SMOKING** is allowed on any part of the premises.

15. ALCOHOL may be consumed on the premises. A request to sell alcohol must be made to the relevant Local Authority Department 10 working days prior to the event and a **Temporary Event Notice** giving their approval obtained. When such approval is given, in addition the hirer/user undertakes to agree to such conditions as the Vicar (or Churchwardens) lay down.
16. NO GAMBLING shall take place on the premises.
17. NO ANIMALS are allowed in the premises without the written consent of the Parochial Church Council.
18. NO DECORATIONS OR EXTRA LIGHTING shall be installed without the consent, in writing, of the Parochial Church Council or its duly appointed officer, and any such decorations or extra lighting must be removed by the time mentioned by the Council. All scenery, decorations, drapery, curtains and the like shall be rendered flame-resisting. Cotton wool shall not be used.
19. The hirer must ensure that any electrical equipment brought onto the premises is PAT tested and safe for use. Any damage caused by defective equipment brought onto the premises will be invoiced to the hirer
20. NO JUMBLE SALES shall be held in the Hall. It is permitted to sell second-hand clothing at a bazaar or sale of work or other function, but only if the clothing has been cleaned and/or washed prior to its being displayed in the Hall.
21. Nothing shall be attached to the fabric of the building and the hirer/user shall not interfere with, or attempt to repair, or make attachments to, any electrical or water fittings, or drive into, or attach to the ceiling, walls, woodwork, furniture or fittings any nail, screw, hook, sellotape, gummed paper or other fastening or in any way change the condition or position of any existing part of the structure or its fittings and furnishings, save with the consent in writing of the Parochial Church Council or its duly appointed officer.
22. STEPS leading from the Hall to the stage shall not be moved without formal consent, and if such permission is granted the hirer/user is responsible to return such steps after each hiring to the normal agreed position. **THE PIANO IS NOT TO BE MOVED EXCEPT WITH PERMISSION AND A £50 DEPOSIT WILL BE REQUIRED PRIOR TO USE OF THE PIANO BEING AGREED**
23. The hirer/user shall not permit any drunken or disorderly person to remain upon any part of the Hall premises.

- 24.** Hirers of the Hall who obtain loan of the Hall keys are responsible for the security and locking up the Hall on vacation of the premises and returning the keys to the Parish Administrator/key safe within 24 hours of completion of hire.
- 25.** The Church Avenue is the official car park for the Hall. The hirer/user is requested to arrange for cars NOT to be parked in Abbot's Close or in such a position as to prevent access to any of the gates of the churchyards, or private residences in Hinton Wood Avenue. Cars parked in the Church Avenue are parked strictly at the owners' risk.
- 26.** The hirer/user shall not assign the benefit or burden of any Agreement made with the Parochial Church Council for the hiring/use or any part thereof or sublet any part of the rooms under hire/use.
- 27.** The Church reserves the right to use the hall toilets and the kitchen even if the Hall has been let. The position should be made clear to hirers.
- 28.** The right of entry to the premises is reserved to the officers of the Parochial Church Council, the caretaker and any police or fire officer at all times during the hiring/use.
- 29.** Hirers/users must comply with all safety regulations for the Hall as laid down by the Fire Officers, and the Rules imposed by the Local Authority by relevant legislation. Particular care must be taken NOT to obstruct in any way the EXITS and EMERGENCY EXITS leading from the Hall.
- 30.** The hirer must have a mobile phone available during the period of hire in case of emergency. There is not a phone on the premises nor in the vicinity.
- 31.** All Hirers must comply with any specified Covid rules/Regulations in place at the time of hire.

Information from our Insurer

Please be aware that all accidents and potentially dangerous occurrences which occur whilst on these premises need to be properly investigated and recorded. This should be carried out as soon as possible after the event.

Full details of all accidents, diseases and dangerous occurrences should be recorded in the Accident Book. In addition, the following should also be investigated and recorded: the activity being performed, any contributory factors, the injured person's work experience, witness names and details, witness statements, manager's name, and preventative measures taken.

The status of the person involved in the accident must be clearly shown on the investigation report form (i.e. whether an employee, volunteer, visitor, general public, contractor, young persons under 18).

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require that serious injuries, any injuries which involve an absence from work for over three days, certain diseases, and certain dangerous occurrences must be reported to the enforcing authorities.

First aid: The minimum first aid provision is a suitably stocked first aid box and an appointed person to take charge of first aid. All staff and volunteers should be aware of arrangements for administering first aid and the location of any first aid kits.

Where first aiders are not available, the named responsible person must take charge of co-ordination of activities in the event of an emergency. The named Responsible Person is only responsible for summoning trained personnel or professional assistance, and should not administer first aid other than emergency treatment, and then only when specifically trained.

We confirm that our organisation has public liability insurance cover for our activities, whilst the church premises are being hired. We understand that we are primarily liable for any accident or injury which arises out of our activities whilst using the premises and ensure that all reasonable steps are taken to prevent injury, illness, loss, or damage occurring.

We confirm that our organisation has an adequate, up to date safeguarding policy, which is regularly reviewed, and its implementation/compliance monitored. We confirm that our organisation uses the Disclosure and Barring Service. We understand that our booking agreement may be terminated in the event of failing to comply with our organisation's safeguarding procedures.

Signed

Print name Role

Of behalf of: (Organisation Name)

Date

Please sign two copies; one to be retained by the church, and one by the organisation