

## St Mary's Hook-with-Warsash Church Hall Booking Agreement: Casual Hire

### The Hirer

Name:	
Organisation (If applicable):	
Address of Hirer:	
Daytime Contact Number	Evening Contact Number
Email address	

### The Event

Date Required		
Times from/to (Please include set-up and clearance time)		
From	To	Number of Hours
Hrs    Min	Hrs    Min	
Details:		
Number of attendees – Adults	Children	
Do you intend selling alcohol?	Yes/No	
<p><i>If you intend to sell alcohol, it is your responsibility to obtain a licence for your event, which must be done at least 28 days prior to the date of the event. (Full details can be provided on request). In these circumstances you must provide the Booking Secretary with a copy of the licence at least seven days prior to the event. Failure to do so will result in automatic cancellation of the event and forfeiture of your deposit.</i></p>		

<b>Security Deposit</b>	<b>£ 30</b>	<b>Payable at time of booking (see note 12 overleaf)</b>
<b>Hire Charge</b>	<b>£</b>	<b>Payable no less than 7 days prior to date of Event</b>
<b>Total</b>	<b>£ _____</b>	<b>(Cheques payable to: Hook with Warsash PCC)</b>

- Consent:** I agree to comply with the PCC's Policy for Safeguarding Children, Young People and Vulnerable Adults. We have our own Safeguarding Policy, (copy annexed to this form)
- Consent:** I consent to the storage and use of our personal details by the PCC of St Mary's Church for the purposes of arranging the hire of the Church Hall.
- Consent:** I consent to the church contacting me by  post,  phone,  email
- To keep me informed about news, events, activities and services at St Mary's  
(note you can unsubscribe from this at any time – see reverse);

**I agree to be bound by all the Conditions of Hire of the Church Hall as detailed on this form and overleaf. I understand that this booking agreement is conditional upon all the terms and conditions on this booking agreement, and that it may be terminated in the event of failure to comply.**

Signed .....

Print Name..... Date.....

# St Mary's Hook-with-Warsash Church Hall

(Version 2018.03)

## Conditions of Hire

**The hirer's signature overleaf indicates acceptance of all of the following terms and conditions.**

All enquiries, bookings and matters relating to existing bookings are to be made through the Booking Secretary (contact details below)

1. The hire charges are in accordance with the schedule approved by the Parochial Church Council (PCC) each year.
2. Cancellation of hire will result in the forfeiture of deposit
3. Hire includes use of the kitchen, although this is not suitable for the preparation of meals. Children under 14 years of age are not allowed in the kitchen under any circumstances
4. Limited storage facilities are available for regular users at the discretion of the PCC, however the hirer is responsible for the sanctuary and insurance of their goods and equipment
5. There is **NO SMOKING** allowed in the hall (This includes e-cigarettes and vaping)
6. The hirer (the person who has signed this form overleaf) must remain in the Hall and surrounding grounds for the duration of the hire and is responsible for the maintenance of good order in the Hall and surrounding grounds
7. The hirer is responsible for ensuring that the Hall is left clean, tidy and secure and that all lights and electrical appliances are switched off
8. The Hall has a maximum capacity of 150. It is the responsibility of the hirer to ensure that this number is not exceeded
9. There are strict regulations relating to the sale of alcohol at public and private functions. A copy of the temporary event notice must be provided seven days prior to the event. In the event that no copy of the temporary event notice is provided, the booking could be cancelled at the absolute discretion of the Booking Secretary.
10. The hirer must complete a risk assessment of their proposed activities in the Hall and be satisfied that the hall is suitable for all of their purposes. Neither the PCC nor any of its officers may be held liable for any loss or damage to property or persons entering the Hall premises or the surrounding grounds or any part thereof however caused. It is the responsibility of the hirer to take out full and adequate insurance in relation to the hire. The hirer agrees to fully indemnify the PCC against any third party insurance claims arising during the period of hire.
11. **Bouncy Castles** – Bouncy castles must not be used inside the hall but may be used in the rear garden. It is the responsibility of the hirer to provide full insurance cover where a bouncy castle is used.
12. A security deposit is required (indicated overleaf) at the time of booking, which will be returned following the Hall being left in a satisfactory condition and the return of the keys. **All or part of the security deposit may be forfeited in default.** Full payment of the hire charge (indicated overleaf), should be made at least 7 days prior to the period of hire commencing
13. The hirer shall make arrangements to and must obtain the Hall keys from the Booking Secretary prior to the period of hire, and return them within 24 hours of the end of the hire period to the Booking Secretary, or as otherwise directed by the Booking Secretary.
14. The PCC reserves the right to cancel any booking for any reason.
15. The PCC requires that children are protected and supervised at all times.
16. Organisations that work with children, young people and/or vulnerable adults, and hire or use church premises, are required to ensure that they are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that they carry full liability insurance for this. The PCC requires such groups to have suitable safeguarding policies and procedures in place, and to use the Disclosure and Barring Service where eligible.
17. Hirers of church premises must ensure they provide the church either with a copy of their organisation's safeguarding policy, or accept the PCC's Safeguarding Policy by giving your consent overleaf. Staff and volunteers must be recruited safely in accordance with best practice, and DBS checks must be obtained where eligible.
18. Hirers must provide the church upon request with details of their public liability insurance to cover any claims arising as a result of their activities.
19. Hirers must inform the Parish Safeguarding Officer as soon as possible of any safeguarding concerns or allegations arising from their activities. The Parish Safeguarding Officer is Roger Clear (Tel - 07742 500515).

Should there be a breach of the conditions as determined by the Booking Secretary, then an amount equal to the cost of remedy will be deducted from the deposit. Where any deposit is insufficient to cover loss or damage, the hirer will be required to pay full remedial costs to the Booking Secretary within 7 days of such request being made.

**The Booking Secretary Liz Simpson can be contacted at St Marys Church Office on 01489 570846**

**or via email [churchhall@stmarywarsash.org.uk](mailto:churchhall@stmarywarsash.org.uk) Completed Forms to Church Office, 109 Church Road, Warsash SO31 9GF**

You can withdraw or change your consent at any time by contacting the Administration Team of St Mary's at the Church Office, 109 Church Road, Warsash, SO31 9GF or [enquiries@stmarywarsash.org.uk](mailto:enquiries@stmarywarsash.org.uk). You can unsubscribe at any time at [stmarywarsash.org.uk/consent/unsubscribe/](http://stmarywarsash.org.uk/consent/unsubscribe/). Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.