

ST MARY'S CHURCH, SPROTBROUGH
Application for One Off or Regular Hall / Stable hires located at Main Street, Sprotbrough, DN5 7RH, by Charities or Business Organisations

Part A, for the hirer to complete;

Name of Hirer / Business Charity or Company No.

Contact name Ph No. email address.....

Address.....

Date and Times required, must include setup and clearing up time.....

Will the booking be; a one-off event / regular – weekly, monthly (delete as appropriate)?

Any dates where the booking is not required (for holidays etc.) must be advised a week prior (unless emergency etc.) Intended use.....& building required.....

Deposits to be returned to: Acc. No. Sort Code

Special requests

Tick box for DBS (if working with under 18's or vulnerable adults – include a copy of your Safeguarding Children Policy when returning the form). Those leading the event have to be DBS checked. We have a Church's Child and Vulnerable Adults Protection Policy in operation.

Please note;

- **To prevent nuisance to our neighbours the hall / stable must be cleared & locked by 12 midnight. Also, the hirer will be charged for any time extra after the booked time at 200% of the agreed hire rate and liable for any other associated St Mary's costs (see full terms of Conditions of Hire). ACCESS TO THE PATIO AREA IS BARRED UNLESS PRE-AUTHORISED OR A FIRE EMERGENCY**
- Commercial hirers must have Public Liability insurance and a copy must be submitted with any fees prior to the hire commencing.
- The facilities will not be available to any hirer until the appropriate fee has been paid in full.
- All organisations serving refreshments or food accept responsibility for good hygiene standards during the time of their hire period and undertake to pre-clean & leave the kitchen as they found it. The necessary qualifications under; The Food Safety (General Food Hygiene) Regulations must be held. For the full set of conditions for the hire of either the Hall and or Stable please refer to the "Conditions of Hire of the Church Hall & Stable".

The PCC & Trustees of the premises make every effort to ensure the Health & Safety of all who may visit the building, your Charity or Company will be solely responsible for the premises, personnel and activities prior to through to the termination of your activities.

On behalf ofI make an application for the use of the Hall and or Stable (delete as appropriate) and have read and agree to abide by the Conditions of Hire overleaf and the church's policies.

Signed Date

Return to; Mrs Kate Jones (Bookings Administrator), 2 Old Hall Close, Sprotbrough, Doncaster. DN5 7LJ
 Contact Tel. no: 07891813986. Email; stmarysbookings@hotmail.com

Part B, Office Use

The facilities as requested are available and now subject to payment of £.....including damage deposit (£50 for hires up to 5 hours, over this, £100) and returned if no damage, loss or extra cleaning is needed) by (insert date)..... to secure.

Payment can be via BACS. (Account number 01293014, sort code 30-92-68) or Cheque payable to: - St. Mary's Church Sprotbrough P.C.C., / by cash direct to the Bookings Administrator.
 For commercial organisations please submit a copy of your Public Liability Insurance and a Safeguarding Children Policy as appropriate to the Bookings Administrator.

Part C, Office Use

To Date

Your hire is fully paid and confirmed. For regular bookings payment must be paid by the 14th day of the following month to permit the ongoing use of the facilities.

Signed.....on behalf of St Marys Church. Date

ST MARY'S PCC SPROTBROUGH - CONDITIONS FOR HIRE OF THE CHURCH HALL & STABLE

If the hirer has any doubt as to the meaning of the following, the Bookings Administrator or caretaker should be consulted as soon as possible.

1) **APPLICATION FOR HIRE:** - Hirers must be at least 21 years old, and apply to the Bookings Administrator on the Application for the Hall & Stable Premises hire form. Its availability and fee payable including a damage deposit will then be advised where possible. Confirmation of the booking will only be given, on the receipt of the fee in full. For regular bookings payment must be paid by the 14th day of the following end of the month to permit the ongoing use of the facilities. Sub-letting or changing the type of function is not allowed without permission. References may be required.

2) **CANCELLATION:** - If the hirer cancels the booking less than 1 weeks before the event, and no replacement booking can be obtained, then the full or partial re-payment of the fee shall be at the discretion of the Parochial Church Council (PCC). The PCC reserves the right to cancel the booking if the premises are required in an emergency and will not be liable to pay compensation to the hirer, but would refund the fee.

3) **HIRE PERIOD:** - Commences from the time the hirer has access for preparation and terminates when the premises and surrounds have been cleaned and left in a fit state for the next hirer including all tables and chairs returned to their storage positions, radiator controls returned to normal, fridge cleared and all personal property removed. Failure will cause additional fees to be charged (200% agreed hire rate) and the potential for other payments i.e. to cover the reimbursement of other parties who were wishing to use the facilities and other costs following any complaints etc. Note: If pre-set up and / or post event time is required, this must be included in the hire period, also it may be possible to hire the facilities the following morning for cleaning purposes. Both periods are chargeable.

4) **DAMAGE and LOSS:** - If any damage or loss is caused by any persons using the Premises, the hirer shall be liable to pay for all such damage or loss. Organisations must have Public Liability insurance a copy must be submitted with any fees. The wearing of unsuitable footwear, e.g. stiletto heels, or equipment that might damage the floor, walls or windows etc. are prohibited. Should emergency repairs be required, contact the Caretaker immediately.

5) **SUPERVISION & SAFETY:** - The Hirer is responsible: -
 a. For the supervision of the premises including the effective control of children, and also the orderly and safe admission and departure especially in case of an emergency. If the hirer is not present at some time during the hire, then a responsible person, 21 years or over, must be appointed.
 b. For ensuring that the number of persons present does not exceed 120 for the hall & 40 for the stable.
 c. For supervising car parking arrangements especially avoiding obstruction of the highway.
 d. For making sure that all emergency exits are not obstructed, to know the locations of fire extinguishers and to evacuate ALL PERSONS in the event of a fire to the assembly point next to Shires shop.
 e. To prevent nuisance to our neighbours the volume of any music played be at a reasonable level and all buildings be cleared & locked by 12 midnight. See also clause 3.
 f. For ensuring that no additional lights or extensions for electrical equipment are used without the prior consent of the Bookings Administrator or caretaker and have been tested in the last 12 months. Gas cylinders, candles, or inflammable substances must **NOT** be brought for use on the premises without prior approval.

6) **ALCOHOL:** - The premises are **NOT** licenced for the sale of alcohol. Any function selling alcohol must obtain a temporary licence from the appropriate authority. The Bookings Administrator can advise about this. Licences must be displayed.

USE of KITCHEN: - The building including the kitchen are cleaned professionally on a weekly basis, however due to the public use of the facilities the PCC cannot guarantee the cleanliness at all times. Therefore, it's incumbent on the hirer to clean the kitchen and any facilities prior to use by being responsible for maintaining good Health and Hygiene practice.

Any linen used should be washed and returned to the hall by arrangement within 2 days. All breakages must be reported to the caretaker (or Bookings Administrator). Rubbish must be bagged and put in the wheelie bin. Items which can be re-cycled (e.g. glass & plastic bottles, cans & clean paper) the hirer is encouraged to take away as the facilities don't have this facility.

- 8) **SMOKING:** - This is **not** permitted in any part of the hall, stable or grounds.
- 9) **RIGHT of ENTRY:** - The Bookings Administrator, caretaker, officers of the PCC, Police and Fire, reserve the right of entry at any time.
- 10) **EMERGENCIES:** - **Fire,** the Hall is fitted with a smoke detector in the corridor only emergency lighting, self-closing kitchen hatch and fire extinguishers. The Stable is fitted with a manually operated fire alarm system, emergency lighting, self-closing (fire alarm panel operated) kitchen hatch and fire extinguishers. Should an incident occur evacuate the building immediately, notify the Emergency Services. If persons on site are using the other facilities i.e. Scouts, Doctors surgery or others, notify them. Contact the Caretaker immediately, see the entrance window for current contact emergency numbers.

INJURIES to PERSONS: - Basic First Aid facilities are available, should the medical complaint /injury look beyond the capabilities of those present contact the Emergency Services as appropriate & then recorded in the accident book, (kept in the kitchen first aid box) and the Caretaker notified in a reasonable period of time.

Note: The hirer shall be liable for events which the PCC has no control over and shall indemnify the PCC in respect of any loss, damage or injury which may be incurred by or done or happen to the hirer or any person associated with the hirer using the premises.

- 11) **NON-LIABILITY for LOSS:** - The PCC will not be responsible for the theft, loss or any damage to any property brought on to the premises or surrounds by the hirer or any other person.
- 12) **POSTERS, DECORATIONS etc.:** - Nails, screws, tacks, drawing pins, Sellotape, blu-tak or other adhesive materials must **NOT** be used in any part of the premises.
- 13) **CHILD & VULNERABLE ADULTS PROTECTION POLICY:** - A copy is available on request or available on <http://stmarys-sprotbrough.co.uk/contactus.html>. Any organisation working with under 18's must have a Safeguarding Children Policy and those leading the event have be DBS checked. Copies will be required prior to the hire.
- 14) **MARQUEES / TENTS & THE PAVED AREA TO THE SOUTH OF THE HALL:** - Their use is only permitted subject to special approval by the Church hall & Stable Committee.
- 15) **HIGH RISK INJURY EQUIPMENT:** - The use of Bouncy Castles, fireworks, chemical experiments, ball games and other items with a high risk of injury or damage to property must not be used without adequate insurance being in place. Copies to the Bookings Administrator.
- 16) **DON'T WALK BY:** - **If anything does not look right, is defective etc. or could just do with being improved, report it promptly please to the Caretaker, so that action can be taken.**

Note; Sound & loop and audio-visual systems, cooking facilities, water boiler, and a fast chill fridge are available in the hall, and limited cooking, water boiler and refrigerator facilities in the stable. These should be requested when booking and or projector to allow the Caretaker prior to your event to demonstrate their operation.

- The projector is only available on payment of an additional charge.
- A Yamaha Piano, belongs to the Music Society, is only available with their agreement and otherwise must not be touched.

EMERGENCY CONTACT DETAILS ARE DISPLAYED AT EACH ENTRANCE