

## HAMPTON-IN-ARDEN PARISH CHURCH

### HALL BOOKING FORM 2019 (Single Bookings)

Thank you for your enquiry about booking the church hall. Please read the conditions set out below and overleaf. Fill in the booking form attached and return one copy in an envelope with your cheque to:

The Parish Administrator, Church Office (in the Vestry at the side of the church) on a Tuesday from 10 am – 3 pm, Thursday and Friday 8.30 am until 3pm (there is a post box on the wall outside of the Church Office door if office is closed).

1. Please note that your booking is not confirmed until the completed booking form has been received by the Parish Administrator with payment. The facilities are not suitable for commercial catering, the sale or resale of food etc. There are disabled toilet facilities and a full kitchen with microwave, (bring your own pots and pans).

2. Fire Safety: The Church Hall, toilets and kitchen are non-smoking areas.

The number of people in the hall may not exceed:

Dancing or Functions utilising seating at tables Maximum 60

Closely seated audience Maximum 80

Entertainment to take place only on the days and hours between:

Monday to Saturday 8.00 am - 11.00 pm

Sunday 12.30 pm – 5.00 pm

Exits must be kept free from obstruction at all times.

Car parking must allow space for emergency access and be parked facing centre of car park, not facing exit.

It is the responsibility of the **Hirer** to ensure that these conditions are kept throughout the hire period.

3. The Hirer confirms that he/she is familiar with what to do in case of fire as laid out in the Fire Action Plan on display in the Church hall.

4. The Hirer confirms that all activities will be carried out in accordance with the Health and Safety Policy of Hampton in Arden Parish Church. The Policy, H&S File and Accident Book are all located in the Kitchen.

5. Damage: All bookings are made on the condition that users will leave the Church Hall, toilets and the kitchen (if used), clean, tidy and in good order. By signing this form, the hirer agrees to be responsible for all damage, breakages and loss of equipment during the period of hiring and agrees to replace or pay for any damage, breakages or loss that occurs.

5a. All hirers of the hall for single private functions must agree to pay for any damage, breakages or loss of equipment which are as a result of their hire of the hall, or for any additional cleaning required after the hiring. By signing this form you are agreeing to this condition (5a). The hall will be checked after the booking has taken place.

6. Care of the Hall: **Hirers** will be expected to leave the hall, toilets and the kitchen (if used) in a clean and tidy condition after use. Decorations may not be pinned or taped to the hall structure or fabric. They should be tied or Blue-tack should be used.

7. Alcohol may not be sold without a Licence. Hirers providing their own alcohol to sell at functions must inform the Parish Administrator and provide their own licence.

8. Children's birthday parties can only be booked if the children attending are under 12, we cannot accept teenage parties – there must be at least 3 adults present throughout the period of hiring and the **Hirer** must be an adult.

**HALL BOOKING APPLICATION FORM (CONTINUED)**

- 9. All functions must end by 11.00 pm (Sunday 5 pm) to allow time for clearing up by the hirer and the hall must be vacated by midnight (Sunday 6 pm) and the doors locked and windows closed upon leaving.
  
- 10. It is the responsibility of the **Hirer** that the hall keys should be collected and returned to the Parish Administrator or The Village Corner Shop (wherever they were obtained) by mutual agreement. Key should be left in post box on wall of vestry if Church Office or Shop are closed at the end of the hire period.
  
- 11. The P.C.C. reserves the right at all times to vary or amend the charges, terms and conditions on which the Church Hall is let; to refuse bookings and to refuse admission to any person or persons at their discretion without stating a reason. The Ruling of the P.C.C. shall be final and binding on all parties in any dispute or disagreement.

2019 Charging Schedule up to September 2019: £12.00 per hour  
£80 for full day (7 hours or more)

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**Please complete and return the whole document**

Name of Hirer: .....

Address of Hirer: .....

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Telephone number of hirer: ..... Type of Function: .....

Will Alcohol be sold: Yes/No

**(If the answer is YES, please enclose a Magistrates temporary licence with this application)**

Date of booking: ..... Time of Arrival: .....

Start time of Function: ..... End time of Function: .....

Time by which clearing up will be completed: .....

Hall Booking Charge:

I have read the terms and conditions of booking and agree to be bound by them. I enclose the hall booking fee.  
(Cheques should be made payable to Hampton-in-Arden P.C.C.)

Signed: ..... Date: .....

**N.B. In accordance with the Child Protection Policies of both the Diocese of Birmingham and the Parish of Hampton-in-Arden, Hirers for events which include attendance of children under 12 need to ensure that either (in the case of "Open Events") responsible adults have an up to date DBS check or (in the case of Personally invited Events) that the Hirer is entirely responsible for the welfare of the Children attending)**

**If you wish to pay by Bank Transfer, please use your name and the date of your hire as a reference or as much as can be fitted in.**

**Payment made by bank transfer – Sort code: 40-26-22 Account No: 61306219**