

Come and Go to Love and Serve the Lord

St Mary's Pype Hayes 

## CHURCH BOOKING FORM

Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Reason for Booking: \_\_\_\_\_

Dates Required: \_\_\_\_\_

Times: Access Activated From \_\_\_\_\_ To \_\_\_\_\_  
(these times should include set up and clear up)

Rental: £18 per hour total to be paid when picking up keys for the event

Rental: for use of outside area for Bouncy Castle **£50** (additional to hour rate)

Refundable Deposit **£25** \_\_\_\_\_ Total Cost: **£** \_\_\_\_\_

(Deposit Cheque made payable to **St Mary's PCC** and used to reserve date of hire. Deposit is refundable after event if the Hall is left tidy and with no damages.)

**Conditions of Hire** –The hirer hereby agrees to reimburse in full St Mary's Church PCC for any damage or loss to the hall or other church property resulting from this letting. Sunday Evening leasing is subject to cancellation with advance notice. Maximum number allowed is 100. The hirer is responsible for insurance to cover use on date of hire. ***Please be aware that your activity is not covered by the church's insurance. The hirer is responsible for insurance to cover use of Bouncy Castle on date of hire.***

**Child Protection Statement:** Private individuals hiring church premises for the purpose of ad-hoc or personal invitation events at which children and/or vulnerable adults will be present, should complete the following statement:

I \_\_\_\_\_ (in block capitals) agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults.

Signature of Hirer \_\_\_\_\_ Date \_\_\_\_\_

Please fill out and return to St Mary's Church, 1162 Tyburn Road, Pype Hayes, B24 0TB, Attn: Hall Booking, along with deposit. Keys to be picked up the week before the event, preferably on a Monday or Thursday from 9 – 1, or by alternate arrangement. Church Office Telephone: 382 3585. On day of event, if there is a need, please ring Church Warden Paul Cockrill 07449 545 859.

St Mary's Church Hall is a resource which is shared with the local community whenever possible. It is available for hire for family and local community celebrations and events, where these are compatible with the Christian witness of the worshipping community of St Mary's. St Mary's Church Hall is also a place of Christian worship and should be respected as such by all those who hire and make use of the hall. St Mary's PCC reserve the right to refuse to hire the Hall for any activity that the PCC feel is incompatible with the Christian Witness of the Church Community.

## **Health and Safety**

The person hiring the Church Hall is responsible for ensuring the safety and security of all those who are using the hall during their activity and should complete their own risk assessment prior to their activity. St Mary's PCC cannot accept responsibility for any loss or injuries incurred by the hirer or their guests/clients while on the premises. The hirer is responsible for ensuring that appropriate third party liability insurance is in place.

## **Safeguarding**

Organisations organising activities for children, teenagers or vulnerable adults must have their own safeguarding policies in place. These policies must be available for the PCC to inspect if requested and must meet the same standard as the policies of the church.

Individuals hiring the Church Hall for any activity must sign that they take full responsibility for children, young people or vulnerable adults who attend their activity.

## **Preparation and Clearing up**

- Cooking facilities are limited but pre-prepared food may be brought in. (The hirer is responsible for ensuring that food is prepared and stored according to hygiene regulations).
- When kitchen facilities are used all items used should be cleaned and put away. The floor and work surfaces should be cleaned.
- All property that has been used must be cleaned and returned to its proper place and safely stored.
- Chairs need to be stacked and tables returned to their storage areas.
- The room should be swept and left in a tidy condition.
- On leaving check that all lighting is switched off, toilets are flushed, and all doors closed and locked on way out.
- All rubbish should be removed from the premises.