

ST FAITH'S CHURCH HALL
BOOKING FORM



Please fill in this form and return to St Faith's Parish Office at the address below, or by email to office@stfaith.com

PURPOSE AND DATE OF HIRE:

I wish to hire the Hall including its furnishings for the following purpose:

On the following date(s) _____

From the time of _____ to _____
(note 10.30pm cut-off for activity, 11.00pm for lock-up)

CHAIRS AND TABLES

I require the use of the following tables and chairs:

How many tables? _____ How many chairs? _____

DEPOSIT - BOND

I agree to pay a deposit-bond of £40, in addition to the hire charge. I understand that the costs of damage or rubbish disposal costs may be deducted from this bond before it is returned to me. The bond may be returned to me by one of the following methods (please tick)

by cheque to the name and address below **OR**

by Bank Transfer to: Sort Code _____ Account Number: _____

AGREEMENT TO CONDITIONS OF HIRE

I have read the conditions for the use of the Hall (as set-out overleaf) and agree to abide by them.

Signed _____

PRINT NAME _____

Address _____

Tel _____

Email _____

All enquiries as the availability and charges of the Hall should be made to the address below.
The Parish Office is open Tuesday-Friday mornings 10am-12noon.

Mrs Clare Kennar
Parish Office Administrator
The Parish Office
2 North Street
Havant
PO9 2PR
023 92 492129
office@stfaith.com

CONDITIONS OF HIRE

Important Information. Please read carefully.

The Hirer, in making the application, agrees to be present throughout the hire period and to be held responsible for:-

- Reimbursing the PCC of St Faith's Church for any loss or damage to the premises, fixtures or fittings. (*Minor damage will be deducted from the deposit-bond. Substantial damages will be invoiced, at cost, to the hirer. The hirer hereby agrees to pay all such costs on demand. Any breakages or damage to the hall should be reported to Clare Kennar (details are on the front of this form.)*)
- Managing the well-being and good behaviour of those attending the areas under their control.
- Managing the security and safety of all users.
- Indemnifying the PCC from the costs of loss or damage of all property brought onto the premises including the car park and courtyard.
- Ensuring that levels of noise generated within and around the premises are kept to a reasonable level. A DECIBEL METER IS PROVIDED, NEAR THE FIRST WINDOW NEAREST THE KITCHEN. **VOLUMES OF MUSIC MUST NOT EXCEED 105 DECIBELS as shown on the Decibel meter.** The hirer is responsible for notifying any band or 'DJ' of this condition.
- Ensuring the premises are used solely for the purposes stated on the application.
- Vacating the premises on or before the time agreed.
- Ensuring that **all** events finish **by 10.30pm**. (Please then leave the premises quietly by 11.00pm, respecting our neighbours.)
- Leaving clean and tidy those areas used by the hirer including toilets and kitchen.
- **TAKING ALL RUBBISH** away after the hire has finished. A deduction of £20 will be made from your bond if any rubbish is left on site.
- Complying with all appropriate Gaming, Licensing, or Public Entertainment legislation.
- Ensuring that smoking is not permitted anywhere in the buildings.
- Ensuring that any electrical equipment brought onto the premises has been PAT-tested within the previous 12 months.

The Parochial Church Council reserve the right to:-

- Refuse any applications, without stating a reason
- Appoint representatives empowered to enter any part of the premises at any time and to act on its behalf.
- Cancel, where necessary, any booking including public performances where conditions of hire are being breached and when the Hirer refuses to comply with reasonable instructions to address the said breach. The PCC reserves the right not to refund the hire charges under such circumstances and does not accept responsibility for any consequential loss or liability on the part of the Hirer.

Caretaking staff will unlock the premises and in the case of short term hire will:

- Prepare the agreed hire area hired by the applicant, by providing adequate heating and lighting and toilet facilities.
- Advise the hirer of the location of toilet facilities, and where appropriate the kitchen and its contents.
- Fire and emergency routes and procedures.
- Water disposal routines and facilities
- Emergency telephone numbers (see below)
- The agreed time by which the area is to be vacated (no later than 11.00pm)

Caretaking staff will not:-

- Assist in setting up, dismantling or moving equipment.
- Assist in any activity for which purposes the booking is made
- Have the authority to alter or amend the terms and conditions agreed by Hall Booking Manager and the Hirer.

Emergency Telephone numbers

Clare Kennar – 07837 700891

Malcolm Johnson – Caretaker 07786 528047

Tom Kennar (Rector) – 07881 025592

Licences - Note

If the Hall is to be used for events where the public will be paying for alcohol you will need to apply to Havant Borough Council for a Temporary Licence.

The Licence can be obtained from:-

Havant Borough Council, Licensing Department, Civic Centre Road, Havant, PO9 2AX Tel: 023 9244 6660.

www.havant.gov.uk/law-and-licensing/alcohol-and-entertainment

The Licence must be obtained 14 days before the event and must be seen by the Hall Manager before the event goes ahead.

The maximum capacity for the Church Hall is 200 people (at one person per square metre of hall space).

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The PCC of St Faith's has a policy and procedures in place for safeguarding children and vulnerable adults. A copy of this policy is available to view online, on the parish website, at the following link:

<http://stfaith.com/wp-content/uploads/2016/02/Children-Adults.pdf>

Your hire of our premises is conditional upon you complying with our Safeguarding Policy.

In particular:

- a) You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that you carry full liability insurance for this. Public liability insurance for one-off events can be arranged through Havant Insurance Services Ltd, 20 East Street, Havant, PO9 1AQ. Tel: 023 9247 8663. Email: administrator@havantinsurance.co.uk
 - b) You are required to give us a copy of your Safeguarding Policy (please attach it to this agreement)
- OR**
- c) You must comply with *our* Safeguarding Policy as currently published at the above link.
 - d) You must inform the Parish Safeguarding Representative, or the Rector, as soon as possible of any concerns or allegations arising about children and/or vulnerable adults in the course of your activities.

The Parish Safeguarding Representative for St Faith's Church is:

Clare Kennar. Tel: 023 92 492129 E-mail: office@stfaith.com

Safeguarding Declaration:

We have received and agree to abide by the parish's safeguarding procedures as published on the parish website. We understand that this booking agreement is conditional on us keeping to these procedures and that the agreement can be terminated if we fail to comply with them. We will show evidence of our compliance to the Parish Safeguarding Representative named above, if requested.

Name _____ Role _____

Signed _____ Date _____

Organisation (*or state 'private hire' if you are an individual*) _____

***Please sign two copies of this document, one to be retained by the parish
and one by the organisation.***