**St Andrew’s Church Hall**

**Booking Form - One off booking**

**Vicar: The Revd Philip Rodd**

**Administrator: Ruth Thorp**

**Office Address: 41 Church Lane, Eaton, Norwich, NR4 6NW**

**T: 01603 473646 E: office@eatonchurches.org.uk W: www.standrewseaton.org.uk**

**PLEASE NOTE UPDATED TERMS & CONDITIONS - CANCELLATION POLICY Page 4 Paragraph 10**

**St Andrew’s Parochial Church Council agrees to hire out St Andrew’s Church Hall (‘the Hall’) as follows:**

|  |  |
| --- | --- |
| Name or Organisation (The Hirer) |  |
| Address & Postcode |  |
| Email |  |
| Tel No |  |
| Date(s) the Hall is required |  |
| Time(s) the Hall is required |  |
| Purpose of hire (description of event) |  |
| Date booking was made |  |
| Please agree hire fee with office before making your payment |
|  | Paid / To be paid | Fee Payable |
| Hire Charge for number of hours being usedNOTE: The maximum charge per day is £150 in summer (May - Sept), and £180 in winter (Oct - Apr) | Hiring Charge £ per hour x hours = | £ |
| Security deposit (see item 3 below) £50.00 (preferably by cheque) is supplied  | YES / NO | £50  |
| In the event of no extra charges being incurred, is the hirer agreeable to the cheque being shredded? | YES / NO | - |
| On the Day Emergency contact in case of problemsName |  |
| Tel No |  |
| I/We accept and agree to abide by the terms and conditions shown in the following pages | Signed (Hirer) |
| For and on behalf of (if not in own name insert name of organisation) | Name | Date |

**Please sign and return one paper copy to the Parishes Office, retaining a copy for your records.**

**You must please sign the agreement on the other side of this page.**

|  |
| --- |
| I/We accept and agree to abide by the terms and conditions provided on pages 3-5. |
| Signed (Hirer) |  |
| Name |  |
| Tel no |  |
| For and on behalf of (if not in own name, insert name of organisation) |  |
| Date |  |

**PLEASE NOTE:**

* hire charges ***must*** be paid in advance. Payment should be made at the time of booking, in full, unless special, prior arrangement is made with the Parishes Office.

We prefer to receive payment by BACS:

**Account Name: Eaton St Andrew PCC**

**Sort Code 20-62-53**

**Account Number 40793272**.

If this is not possible, please pay by **cheque**, made payable to **Eaton St Andrew PCC**.

Otherwise, please call into the Office (Monday – Friday 10am – 12 noon) and pay by cash.

**CANCELLATION:** In the event of a cancellation, refunds will be offered as follows: If 4 weeks’ notice is given, a refund of the hire fee minus 10% is given; if between 2 and 4 weeks’ notice is given, half of the hire fee minus 10% is given; if less than 2 weeks’ notice is given, no refund is given. For all cancellations, we will retain 10% of the hire fee to cover administrative costs.

|  |
| --- |
| **If you pay your damages deposit by direct bank transfer, please complete this grid so we can process your refund after the event** |
| Name of Booking Contact |  |
| Date of event |  |
| Name of bank account |  |
| Sort Code |  |
| Bank account number |  |

**PLEASE CONTINUE TO PAGE 3 TO READ**

**IMPORTANT INFORMATION AND THE TERMS AND CONDITIONS**

**CONDITIONS OF HIRE**

1. The Hirer, if they are not to be always present during the period of the hire, **will appoint a** **Designated Person** who will be fully familiar with these Terms and Conditions, including the Health & Safety details, and be ‘in charge’ of and responsible for the persons occupying the Hall during the period of the hire. The maximum capacity of the Hall is 200 persons standing or seated and 80 sitting at tables.
2. The Hirer undertakes not to allow activities to take place during the period of the hire which will cause **annoyance to nearby residents** or the general public or which are in any way inconsistent with the character of the Hall as a church hall ancillary to the church of St Andrew’s Church, Eaton.
3. The Hirer undertakes to be **responsible for any damage to the Hall and for any breakages**, all of which will be reported to the Parishes Office. For all occasional bookings, a deposit of £50.00 must be supplied as security against any loss or damage that may be caused. The deposit will be returned after the hire, with a reduction for any extra costs incurred in cleaning or tidying the Hall and in making good any loss or breakages.
4. The Hirer and Designated Person undertake to be **responsible for the security of the Hall** and its contents during the period of the hire and for ensuring that all lights, taps etc. are turned off. **All windows are to be secured, and the main entrance and kitchen doors locked using both mortise and yale locks on vacating the premises.**
5. The Hirer and Designated Person undertake to **leave the Hall, kitchen, crockery etc. in a clean and tidy condition. All rubbish MUST be removed from the premises and disposed of by the hirer on the day of hire – not left in the Hall bins. Up to 25 chairs shall be stacked (up to 5 high) in the main hall facing the wall.** Other chairs shall be stacked on the stage behind the curtains in an orderly way. The fixed steps at the side or the moveable steps (secured) at the front shall be used when moving equipment on or off the stage. The moveable steps are to be replaced and secured before vacating the Hall.
6. The Hirer and Designated Person undertake to ensure that any Portable Electrical Appliances that are brought into the Hall have been tested by a qualified electrician (PA Tested) within the previous 12 months and bear a certificate to this effect.
7. The Hirer undertakes to indemnify St Andrew’s Parochial Church Council (the PCC) against all claims, demands, actions or proceedings in respect of goods or clothing, or of the death or injury of any persons which shall occur during the period of hire, provided that this indemnity shall not apply to any claim, demand, action, or proceedings which arises out of negligence on the part of the PCC, its officers or agents or from any defects on the premises. Evidence of such cover may be requested by the Parishes Office at the time of booking.
8. The Hirer and Designated Person undertake to become familiar with the Fire and Emergency **Procedures** for the Hall as posted on the notice board**. At the beginning of each booking all the users shall be informed of the Fire and Emergency procedures. A First-Aid box is situated in the kitchen. Any incidents will be recorded in the Incident Book located in the kitchen. Emergency Exits must be kept clear at all times.**
9. Car parking is available at the rear and side of the Hall. A car parking plan is displayed on the notice board outside the main entrance. Entry and exit to the car park is via a one way system and entry is through thedriveway to the left of the Hall only. **Please organise your parking according to the plan and ensure that both entry and exit driveways are left unobstructed at all times.** Cars are parked entirely at the owner’s risk.
10. **CANCELLATION:** In the event of a cancellation, refunds will be offered as follows: If 4 weeks’ notice is given, a refund of the hire fee minus 10% is given; if between 2 and 4 weeks’ notice is given, half of the hire fee minus 10% is given; if less than 2 weeks’ notice is given, no refund is given. For all cancellations, we will retain 10% of the hire fee to cover administrative costs.

# **NOTES**

The PCC’s Public Liability Insurance only covers for hall usage by the Church or Church organisations. If you are hiring as a private individual for a function at which no charge is to be made, check with your domestic house policy as in most cases it will provide the necessary insurance cover. If you are hiring on behalf of a non-Church organisation or cannot arrange suitable insurance cover through your domestic house policy, you will need to provide separate Public Liability insurance cover. Evidence of such cover may be requested by the Parishes Office at the time of booking.

Keys should be collected from the Parishes Office between 10am-12pm Monday - Friday.

Keys are to be returned in an envelope marked “Parish Office” with a note inside saying who they are from. If the office is not open, the envelope should be posted through the office letterbox.

Any problems encountered regarding the Hall should, in the first instance, be reported to the Parishes Office.

St Andrew’s PCC reserves the right to refuse any booking.

**Bookings can be made via the Parishes Office – Contact: Ruth Thorp**

**Eaton Parishes Office 41 Church Lane, Eaton, NR4 6NW.**

**Email: office@eatonchurches.org.uk Tel: 01603 473646.**

**HEALTH AND SAFETY**

**In the event of an emergency, ensure that the Hall is cleared immediately and that the emergency services are called on 999**. As soon as possible, inform The Reverend Phil Rodd on **01603 455778**.

**EMERGENCY EXITS**

When the Hall is occupied the exit doors from the main entrance and from the kitchen must remain unlocked as these are fire exits.

**ELECTRICITY**

The main electricity circuit breakers for the Hall are located on the kitchen wall near the hatch.

**WATER**

The water stopcock is under a drain cover near the seat outside the Hall Office door at the front of the building.

**GAS**

The gas meter and isolating valve is in the outside storeroom at the back of the building. The storeroom door key is in the kitchen key cupboard.

If you smell gas when entering the building, leave any accessible doors and windows open to vent the gas. Evacuate the building and move a safe distance away. Call Transco on 0800 111 999 to report the leak and also advise the Parish Office or The Reverend Phil Rodd (Vicar) on 01603 455778.

**FIRE**

In the event of fire evacuate the Hall and ask a responsible person to lead those evacuated to safety; congregate near the church door. In an emergency you must dial 999 and contact the Parish Office.

**FIRST AID / ACCIDENT BOOK**

A First Aid kit is kept in the Hall kitchen. Please feel free to use this for minor accidents. If you need to use the First Aid box, you should also consider filling in the Accident Book kept with the First Aid box. Once the details are complete, please return the tear off slip to the Parish Office, using the letterbox if the Office is closed.

**EQUIPMENT**

Please report any damaged equipment to the Parish Office as soon as possible.

**ANIMALS**

The HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the Church Hall committee, at the time of booking. And no animals whatsoever are to enter the kitchen at any time.

**Hire charges summary – see full details in separate document**

**ST ANDREW’S CHURCH AND HALL HIRING CHARGES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Regular bookings **HALL**(once a month or more, rate applies following a trial period at the occasional rate)Per hour | One off (occasional) bookings **HALL**Per Hour | One off (occasional) bookings **CHURCH**Per hour |
| Summer | £15.00 | £20.00 | £30.00 |
| Winter | £18.00 | £25.00 | £35.00 |

**The maximum time charge per day is £150 in summer and £180 in winter.**

**RENTAL PERIODS** for the hall and church are in half hour blocks and the minimum period of rental is one hour. **WINTER BOOKINGS** run from 1 October to 30 April - those that normally require heating.

**SETTING UP / CLEARING UP:** Please note that, when you calculate how long you wish to use the hall for (and therefore the hire charge), the length of your booking must run from the time you arrive to the time you leave: this includes time for setting up and clearing up. We cannot accommodate setting up time outside of your booking.

As well as the hire fee, we also require a damages deposit of £50.00. The deposit will be returned after the hire, with a reduction for any extra costs incurred in cleaning or tidying and in making good any loss or repairs. Please make the damages deposit out as a separate cheque to the hire fee.

To secure your booking, payment (hire fee & damages deposit) must be made at the time of booking.

**Updated December 2022**

**Effective from 1 January 2023**