

St Andrew's Church Centre

Church Office: Station Road Churchdown Gloucester GL3 2JT

Tel. (01452) 712154  admin@standrewschurchdown.org.uk



APPLICATION FOR HIRERS OF ST ANDREW'S CHURCH CENTRE

Day and date(s) of hire

Name of organisation

Name of person making the booking and responsible for adhering to the Centre Guidelines during the hire

Address

Telephone No.

Day
Evening
Mobile
email

Purpose of hire

Please state if:

- 1) Alcohol will not be consumed
- 2) Alcohol will be consumed
- 3) Alcohol will be sold

Number of those attending (*approx.*)

Over 18

Under 18

Rooms Only (*Please Specify*)

Time(s) required

Hire fee (*see separate sheet*)

Deposit (*where applicable*)

Balance

Signature (*See note below ★*)

Date

For Office Use Only

Approved By CPBC

PCC Owned

★ By signing this Application Form I confirm that I have read and accept the Conditions of Hire and Guidelines for the use of St Andrew's Church Centre especially with regard to Public Liability.

Please note: Provisional bookings will not be held for more than two weeks without deposit. Deposit for occasional users must be returned with the Application Form. Balance due 10 days before the date of the event.

CONDITIONS OF HIRE of St Andrew's Church Centre

The Parochial Church Council (PCC) is pleased to make this facility available to the community and, in order to have a good neighbour policy, needs to lay down some rules and guidelines for its use.

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. Written authority is required from the represented organisation.

1. **Hiring's** are at the discretion of the **Parochial Church Council (PCC)** and subject to compliance with the Conditions of Hire and Guidelines. The PCC will normally review any application for regular use termly (i.e. school term). The PCC require, in writing, ONE term's notice of termination to end the regular hire of the facility. The PCC will advise the hirer with ONE term's notice if they are ending a regular hire.
2. **The PCC** will not authorise activities that, in its opinion, are, or appear to be, incompatible with Christian principles or may cause undue nuisance to neighbours. The Centre is only available for hire for children's parties up to the age of 11 years.
3. **If the Hirer** wishes to cancel the booking before the date of the event the Hirer shall lose the deposit.
4. **The PCC** reserves the right to cancel the hire in the event of the Centre being required for use by the church, in which case the Hirer shall be entitled to a refund of any monies already paid. As much notice of cancellation as possible will be given, and alternative dates, as far as possible, given.
5. **The PCC** reserves the right to enter the buildings at any time and in the event of disorder and retains the right to close down proceedings.
6. **Keys.** It is the responsibility of the Hirer to follow any instructions concerning locking and unlocking the relevant rooms.
7. **Timings.** It is the responsibility of the Hirer to make sure there is **adequate time** within the booking, to set up, clear up and to return moved items back to the place they were moved from.
8. **The Hirer** must confirm that they hold **Public Liability Insurance Cover** for accidents arising from the activity. Such cover may or may not be provided as part of a standard domestic insurance policy. The PCC reserves the right to request sight of this document before the hire date.
9. **The Hirer** shall indemnify the PCC for the cost of repair of any damage done to any part of the property that may occur during the period of the hiring, as a result of the hiring. **A £50 deposit is required if hirers are using the kitchen. This will be returned after viewing by the centre manager and the kitchen is clean and tidy with all rubbish and recycling removed.**
10. **The Hirer** shall not use the Centre for any purpose other than that described in the hiring agreement. The hirers shall not sub-hire, use the Centre or allow the Centre to be used for any unlawful purpose or in any unlawful way. The Hirer agrees not to bring into the Centre anything which may endanger the same or render invalid any insurance policy.
11. **The Hirer** shall be responsible for obtaining such licences that are required from the Performing Rights Society, from Phonographic Performance Limited and observe requirements therein. The Hirer shall ensure that nothing is done in contravention of the law relating to gaining, betting and lotteries.
12. **The Hirer** shall comply with all conditions and regulations made in respect of the Centre
13. The Hirer shall comply with the **Premises Licence Number 05/00736/LIQPRT** (a copy of which is available in the office). All Licensable Activities, including supply and sale of alcohol, must be carried out by the HIRER in accordance with the appropriate special guidelines after signing that they will be adhered to during the booking.
14. **ALCOHOL** is not permitted to be brought onto the premises for Children's Parties.
15. Activities involving children or young persons under the age of 18 shall be under the strict supervision of responsible adults. In this case, by signing the booking form, the hirer confirms that they are familiar and have understanding of **the Home Office document - 'Safe from Harm' (Gov.UK Keeping children safe from harm)** and undertakes to follow the code of practice contained therein. A copy of this is available in the Church Office together with the booklet 'Working with Children and Young People' issued by the Diocese of Gloucester, which is also recommended reading.

If the Hirer is in any doubt as to the meaning of the above, the PCC should be consulted and may be contacted via the Church Office.)