

## Booking Information Form/Conditions of Hire

Please read the information on this form carefully.

The All Saints' Centre is a church owned facility in a built up area. As such, we are aware that we have a responsibility to ensure that its use is compatible with good neighbourliness and the values of a Christian Church. The conditions and comments set out in this document enable us to discharge these responsibilities, whilst ensuring that people and groups using the Church Centre enjoy their activities safely and fully.

Certain types of activities are regarded by Christian churches as inappropriate to take place on church premises. The Church Administrator/Booking Secretary can refuse hire applications that are deemed to be inappropriate. Examples of these are occult activities including tarot card readings, séances, palmistry readings; some martial arts activities; yoga and meditation classes; Strip-o-grams, etc. This list is not exhaustive but serves as an indication of the type of activities for which hire will be refused.

All Saints' Parochial Church Council is the owner of the Centre and responsible for its management and use. Parochial Church Council is often abbreviated to "PCC".

- **Deposit** If you make a booking more than one month before your event, we will ask you to pay a £50 deposit to secure the booking. We will then contact you nearer the time of your event to request the hiring fee.
- **Cleaning** Please ensure that the hall, kitchen or other areas used are left clean and tidy when you leave. If you use the hall on a Saturday, we need to be able to walk into the building on a Sunday morning and use it straight away. A £50 cleaning deposit is to be paid with the hiring fee and providing the areas used are left clean and tidy, the £50 deposit will be returned to you. Cleaning equipment (brushes/pans/hooovers, etc) is available for you to use. Please bring your own rubbish bags and leave these in the red wheelie bin, the key for which is above the hand towel dispenser in the kitchen. Please do not leave your rubbish in the kitchen bins. Please take home any glass recycling.
- **Equipment** If you use any of our tables and chairs, please ensure that they are clean before returning them to the place they were stored in. Please do not use pins to fasten items to the walls in the hall. You are welcome to use any of the items in the kitchen but please do not use items in the store cupboard.
- **Keys** If you have been issued with a door key, it is the responsibility of the hirer and should not be passed onto anyone else. You should only allow entry into the building to those people attending your event. For security you must keep the main doors locked, or if this is impractical for the event, please have a person permanently manning the door during your event. Before leaving the building, please ensure that you securely close and lock all windows and doors, turn off all taps, turn off and clean all kitchen equipment, remove all rubbish, switch off all lights and check that everyone has left the building. The lights in the toilets are sensor lights and will go off automatically after a few minutes.



- **Parking & Neighbours** All Saints' Church is in a residential area. Please use the car park where possible and always park within the designated areas and do not park on the grass. Please be respectful of our neighbours when leaving the building and make sure anyone using the building for your event is aware of this. The building and car park should be vacated by 11pm on Fridays and Saturdays and at 10.45pm on other days.
- **Music** Please do not play loud music that would be audible to our neighbours.
- **Fridge** You are welcome to use the small fridge in the kitchen to store any milk or food during your event, please do not use any milk which is in the fridge when you arrive. Please ensure that you remove your own milk or food from the fridge when you leave.
- **Alcohol** All Saints' Church does not hold a license for the sale of alcohol on the premises. If you wish to bring alcohol to your event (or arrange for an outside caterer who holds the appropriate license to serve alcohol) please indicate this at the time of booking.
- **No Smoking** A strict no smoking policy is enforced throughout the premises. This includes the toilets, hallways and inner porch areas. Please ensure that this is enforced. The building does contain smoke detectors and if these are inadvertently set off the building would have to be evacuated.
- **Health and Safety** The marked fire exits should be kept clear of obstructions at all times. All Saints' Church is situated close to a busy main road – young children should not be allowed into the grounds unsupervised where they could wander out onto the road. Please familiarise yourself with our Fire Evacuation Procedure which are on the Fire Action notices around the building.
- All Saints' Church PCC will not be responsible for the loss or theft of or damage to property belonging to you or any person attending the Premises. We also hold no liability for injury incurred when partaking in a hirer's activity.
- If you are using any equipment that you are bringing with you, e.g., bouncy castle, soft play equipment, please note that this must be covered by your insurance or the insurance of the company you are hiring this from.
- Please only use the rooms that you have booked for your event.

#### Useful Contacts

Bookings Administrator Shiromi Davison  
Tel: 01642 783814 (answer phone outside office hours)  
Email: office.allsaints@gmail.com  
Office hours: 09.00-12.00 weekdays

#### Out of office hours for EMERGENCY ONLY

Anne Rolfe, Warden	07891 850573
Chris Vass, Warden	07711 823536
Peter Lankford, Caretaker	07956 730810

**Name of Hirer:**

**Email address:**

**Mobile phone number:**

#### **One-off Booking**

Date:

Time:

#### **Regular Booking**

Date booking to start from:

Date booking to end or state if ongoing:

Times

#### **1. Contact**

- I have been given details of who to contact in the event of a serious problem with the building

#### **2. Security & Fire**

- I have had explained which key opens which doors
- I understand how to lock up the building
- I have been advised how to hand the key back
- I know where the fire exits are and that the meeting point in the event of the alarm sounding is in the far corner of the car park

#### **4. First Aid & Food Hygiene**

- I know where the first aid kit is kept
- I have been shown where the accident book is kept
- I have received a copy of All Saints' Church Food Hygiene Policy (only applicable if you are using the kitchen)

#### **5. Utilities & heating**

- I have been shown where the main light switches are
- I have been advised about the "Emergency gas shut off" button in the kitchen and how to re-set it
- Please put any rubbish in tied up bin bags in the red wheelie bin/recycling in the blue wheelie bin. Please take any glass bottles home to recycle as they will not be collected from here

#### **6. Cleaning**

- I have been shown where to find cleaning materials and equipment

**For regular bookings** I understand that All Saints' Church will email me an invoice each month and I agree to make the payments for hiring the room.

**For regular bookings** If either party wish to terminate the hire agreement, please communicate that as soon as possible and arrange return of the key.

I confirm that I have read, understand, and agree to abide by the conditions of hire.

Signed Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of All Saints' PCC: \_\_\_\_\_ Date: \_\_\_\_\_