

**PARISH OF ST JOHN & ST LUKE, CLAY HILL**  
**BOOKING FORM TO HIRE ST JOHN'S CHURCH HALL AND/OR GROUNDS**

<b>HIRER DETAILS</b>	Name of Organisation or Individual (The Hirer):		
	Name of Authorised Representative <i>(only for organisations):</i>		Position in Organisation: <i>(only for organisations):</i>
	Address:		
	Telephone Number:		e-Mail Address:
<b>BOOKING DETAILS</b>	Date of Booking:	Start Time:	End Time:
	Description of Proposed Use:		
	Number of People Expected:	Age Range:	
	Premises Required: <i>Select from: St John's Hall only, St John's Hall Grounds only; St John's Church Hall and Grounds</i>		
	Facilities Required: <i>(eg small or large tables, chairs, kitchen, crockery etc)</i>		
	Equipment to be brought into the Premises: <i>(eg bouncy castle, amplification systems etc)</i>		
	Will alcohol be provided at the event?: Yes/No		
	Will alcohol be sold at the event?: Yes/No <i>If YES, the Hirer is required to arrange a special licence which shall be made available for inspection prior to the start of the event.</i>		
<p><b><i>I have read, understood and agree to abide by the PCC's Terms and Conditions for Booking St John's Hall and/or Grounds. I will also abide by the PCC's Safeguarding Policy and by signing a separate statement will acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.</i></b></p>			
Signed:		Date:	
Please send the completed form to the Buildings Manager: Mrs Marion Berry 22 Hillside Crescent, Enfield, EN2 0HR, or by e-mail to: marionhw@hotmail.co.uk For further information, please contact Mrs Berry by telephone on: 020 8366 8053			
Payments to <b>PCC of St John &amp; St Luke, Clay Hill</b> sort code 23-05-80 a/c no. 31851777 or by cheque			
<b>FOR OFFICIAL USE ONLY</b>			
Booking Fee:		Date Paid:	

# TERMS AND CONDITIONS FOR BOOKING ST JOHN'S CHURCH HALL AND/OR GROUNDS

## FEES

- 1) The Parochial Church Council of the Parish of St John & St Luke, Clay Hill (PCC) reserves the right to amend these Terms and Conditions and scale of fees at any time and without warning.
- 2) The booking fee must be paid no later than **seven days** before the date of hire of the premises. Non-payment may result in cancellation of the booking by the PCC.
- 3) The PCC reserves the right to cancel a booking in unforeseen circumstances but will provide such notice as is reasonable and the Hirer will be given a full refund of any payment made.
- 4) If a Hirer cancels a booking, all or part of the booking fee may be retained by the PCC as a cancellation charge. The sum so retained will depend on the circumstances and date of cancellation of the booking.

## BOOKING TIMES

- 5) No booking may extend beyond 22.00.
- 6) The period of the booking includes time for the Hirer to dismantle and remove or store equipment, clean the premises and clear refuse etc. made during the booking.
- 7) The Hirer must vacate the premises promptly at the end of the time specified as closing the booking unless:
  - i) The normal closing time has been changed by written permission of the PCC, or
  - ii) Extenuating circumstances warrant a temporary extension of the booking. Such an extension will be at the discretion of the Buildings Manager who must be consulted at least one hour before the normal end of the booking and then only if there is no following booking.

## BOOKINGS

- 8) No bookings will be accepted from anyone under the age of 18.
- 9) All bookings involving persons under the age of 18 must be supervised by adults at all times.
- 10) The maximum number of people who may attend a booking inside St John's Hall at any one time is 30.
- 11) When a booking continues from week to week, there may be occasions when the PCC will require the use of the premises for occasional services, worship and social bookings. On these occasions, reasonable notice will be given to the Hirer.
- 12) The Hirer shall not use the premises for any purpose other than that described in the booking form and shall not sub hire or use the premises for any unlawful purpose or in any unlawful way or do anything or bring into the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
- 13) Intoxicating liquor may not be sold and music and dramatic performances may not be performed within the premises unless the appropriate licence has been obtained by the Hirer. The Hirer is responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.
- 14) The Hirer shall, if selling goods in the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
- 15) The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
- 16) It is illegal to smoke inside any parish building.
- 17) The Hirer is responsible for the movement and setting-up of all equipment, tables and chairs etc. required during the booking.

## HEALTH AND SAFETY

- 18) The Hirer must ensure that all activities for children under eighteen years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and that only fit and proper persons, other than close relatives, who have passed the appropriate Disclosure and Barring Service (DBS) checks should have access to the children. Checks may also apply where vulnerable adults are taking place in activities. Where applicable, the Hirer must provide the Buildings Manager with a copy of their DBS checks and Child Protection Policy on request. All DBS checks must be less than three years old.
- 19) The Hirer shall, during the period of the hire, be responsible for supervision of the premises, both fabric and contents: their care, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises.
- 20) The Hirer will be responsible for proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway.

- 21) At no time may the exit to the premises be blocked, locked or rendered unusable in any way.
- 22) Fire extinguishers must not be used except in the event of fire. Use of them must be reported to the Buildings Manager as soon as possible.
- 23) For bookings involving large groups of people including concerts or dramatic performances, the Hirer must appoint stewards and position them next to all the exits, to facilitate evacuation from the premises should the need arise.
- 24) The Hirer must make all users aware of the fire exit and where to meet if the premises has to be vacated.
- 25) The Hirer must report all personal injury incurred on the premises within 24 hours to the Buildings Manager who may request that a written report of the incident be provided.
- 26) The Hirer must report any failure of or damage to the premises, its fittings, equipment and furniture to the Buildings Manager within 24 hours.
- 27) No alteration or addition may be made to the electrical installation in the premises without the written permission and authorisation of the PCC. No unqualified person may make any alteration or addition to the installation in any circumstances whatever.
- 28) The Hirer must ensure that all equipment including bouncy castles brought into the premises either by the Hirer or by other persons connected with the booking are used in a safe and proper manner, in accordance with the manufacturer's or supplier's requirements and recommendations, are in safe and good working order, and, where appropriate, have been PAT tested within the last 12 months.
- 29) No additional equipment or furnishings may be brought into the premises which may interfere with or prevent the use of any facility provided by the PCC or otherwise cause inconvenience to other users of the premises without the written authorisation of the PCC.
- 30) No facility provided by the PCC may be modified or put-out of use in any way at the premises, so that it remains modified for other users of the premises, without the written permission of the PCC.
- 31) No gas, electrical or oil heaters may be brought into and used within the premises for any purpose, including heating food or rooms, without the written permission of the PCC.
- 32) No decorations, notices or flags etc may be fixed to the interior or exterior of the premises without the permission of the PCC.
- 33) As the premises are in a conservation area, no glitter or helium balloons may be used within the gardens.
- 34) The use of ladders is only permitted with the permission of the Buildings Manager.
- 35) As there are no telephones installed in the premises, the Hirer is required to carry a working mobile phone to enable the emergency services or the Building Manager to be contacted if needed.
- 36) The PCC reserves the right to inspect the premises at any time to ensure compliance with these terms and conditions.

## END OF A BOOKING

- 37) All equipment belonging to the premises, including all chairs, tables and utensils, used during the booking must be returned to the correct storage locations in a clean condition.
- 38) All refuse and materials and equipment brought into the premises for the hire, must be removed by the Hirer and not left in or outside the premises. The Hirer is responsible for organising, if required, special collection of unwanted items by Enfield Council or any other appropriate organisation.
- 39) The Hirer must ensure that all gas and electrical appliances including lights, heaters, tea urn, microwave and kettles (but not refrigerators) have been turned off before leaving the premises.
- 40) The Hirer must leave the premises and surrounding area as it was found in a clean and tidy condition, properly locked and secured unless directed otherwise.

## LIABILITIES

- 41) The PCC shall not be liable for loss or damage to Hirer's own equipment, personal effects or any personal injury caused through use of such equipment either by the owners of the equipment or by any other users of the premises.
- 42) The Hirer will be liable for all damage to the premises and for all damage to or loss of equipment owned by the premises or stored there for other organisations with the written permission of the PCC.
- 43) The Hirer will be liable to third parties or otherwise for any failure to secure any necessary licenses or other statutory requirements. The Hirer shall agree to accept all liability for noise nuisance created by the Hirer, his hired services or agents, guests and all persons using the premises during the period of hire of the building both inside and outside the premises.