

The Parish of Jarrow and Simonside – Booking Agreement Form

This Agreement relates to the hire of the premises at **St. Peter's Church Centre**, York Avenue, Jarrow.

Please provide as much information as possible. Until this form is returned with the hire charge in full, the booking is not confirmed. **If you have any questions please telephone: Leanne Reilly (Parish Administrator) 0191 4891925 – office hours 09:30am to 12 noon Tues- Fri.**

Your Name		
Your address		
Telephone number (s)	Landline	Mobile
Total hire cost including deposit	£	
Please circle which room (s) you would like to hire.	Hall	Community Room
Type of event?	Kitchen	
Date you wish to hire?		
Time required (remember to include preparation and clean up. Can hire after 1pm only on Sunday's due to Church service.		
How many people are expected to attend?		
What equipment do you need?		

Booking rates	Hourly charge	Facilities included
Standard charge for Hall	£15.00 per hour	Use of chairs and tables, heating (Oct – April), lighting.
Standard charge for Community Room	£15.00 per hour	Use of chairs and tables, heating (Oct – April), lighting.
Standard charge for both Hall & Community room	20.00 per hour	Use of chairs and tables, heating (Oct – April), lighting.
Use of Kitchen	£10.00 one off payment	Use of Kitchen for refreshments and cooking facilities, oven, hob etc.

- A **CASH** deposit of **£50.00** must also be paid on the day to be held against any misuse of or damage to the premises. The Hirer must ensure that the premises are left clean and tidy. The cost of any additional cleaning will be deducted from this deposit. All rooms are to be **COMPLETELY VACATED** by the end of the booked period and all rubbish must be taken away. **This will be returned on the same day of the event**, subject to any sums withheld to.

DECLARATION

I have read and agree to abide by the conditions set out in the terms and conditions

Signed:.....

Date:.....

Please submit this form via email to jarrowandsimonside@gmail.com or by post to:

St Peter's Church Centre
York Avenue
Jarrow
NE32 5LP

Please pay your hire charges four weeks in advance via bacs to: PCC of Jarrow and Simonside.

Reference: your initials and the date of your booking

Sort code: 20-80-47

Account number: 50222623

Terms and Conditions

Fire and Safety

The hirer named is responsible for ensuring the safety of their group by informing themselves and their group of the location of the fire exits and procedures. In the event of fire or accident please contact the emergency services, and if possible, also the Churchwarden (Rita Blakey telephone 07981852305) or Rev'd Lesley Jones 07881555580.

Public Liability Insurance

As an occasional user of our premises your event is covered under the Public Liability Insurance of the Church, however this may not be extended to a third party (e.g., children's entertainer, Choir) or dangerous activity (e.g., bouncy castle) in which case the Hirer should ensure that an appropriate level of insurance is obtained. We are not responsible for personal items or equipment owned by you or any members of your group (or guest, in the case of a party)

Safeguarding of Children and Adults

It is the policy of our Church to ensure that the highest standards are met with regard to the safeguarding of children and vulnerable adults. The Hirer is deemed the responsible persons for the care of such persons while on the premises. Please ensure their safety and wellbeing are maintained. Children must be always supervised by their parents or carers.

Cancellation:

As a governing body, the Parish Church Council maintains the right to refuse and cancel bookings of the Church premises. In such cases of a cancellation of an event, the intended Hirer would be informed as soon as possible of the reason for this and any monies paid would be refunded. The Church Warden has the right to refuse an application for hire submitted by any person.

If you wish to cancel the booking, we must request notice as soon as possible.

- The Hirer must be aged **18** or over.

- The Hirer will, during the period of hire, be responsible for the supervision of the premises, and their contents, their care, safety from damage, however slight, and for the behavior of all the people using the premises.
- The Parochial Church Council, will not accept any responsibility for any loss, damage or accidents during the occupation of the Hall and all lettings are made on the understanding that the Rector and Churchwardens for the time being are indemnified accordingly by the Hirer.
- The Hirer shall not sub-hire the premises or allow the premises to be used for any purpose other than that stated on the Application Form, and not bring on to the premises anything that may damage or endanger the premises or render invalid any relevant insurance.
- The Hirer shall ensure that in using the premises that the laws relating to alcohol, gaming, betting and lotteries are not contravened, and that the number of persons declared on the church hall booking form occupying the hall is not exceeded.
- NO SMOKING IS ALLOWED ANYWHERE ON THE PREMISES.
- Any member of the Parochial Church council is authorised to inspect the premises during the letting period without prior notice.
- The Hirer shall, if preparing or serving food, observe all relevant food health and hygiene regulations. All crockery, cooking utensils, and kitchen equipment must be washed, dried and properly stored after use.
- Our Car Park is private and the drive is not to be blocked. All exits to be kept clear. Light vans and cars only to be parked in the car park. ***Party bus bookings will only be excepted on individual circumstances and is to be discussed prior to booking.***
- The main entrance doors should be closed once the event is underway. If the door is left open, or needs to be opened during the event booking, it is done so at the hirer's risk. The site is not secure any issues regarding intruders or concerns about safety in the car park must be immediately reported to the police.
- **At the end of the hire period a representative from the Church will attend to lock up. Under no circumstances must the hirer leave the hall unattended and unlocked. If you consider that you may finish early, please request a contact number when the hall is unlocked.**
- Electrical Items. All items stored on the premises must have a current PAT test label. Any items used on the premises by professionals hired for the occasion must comply, for example a professional Disco, rather than the hirers own domestic equipment.
- Personal equipment and possessions brought into the Hall are the responsibility of the hirer.