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| CHURCH HALL AND HELLIWELL ROOM BOOKING FORMLead Booker Details | | | |
| First name |  | | |
| Surname |  | | |
| Mobile phone number |  | Alternative Number |  |
| Email address |  | | |
|  | | | |
| Hire Details | | | |
| Date |  | | |
| Room you wish to Hire |  | | |
| Time From: |  | Time Finish: |  |
|  |  | | |

***Please note:***

When requesting your start and finish time, this must include time for set up and packing away.

The Church Hall is charged at £16.50 per hour Monday to Friday and £20 per hour Saturdays and Sundays.

The Helliwell Room is charged at £10 per hour Monday to Friday and £12 per hour Saturdays and Sundays.

All rubbish must be taken with you at the end of your booking, and we ask that you respect our neighbours.

**PLEASE ENSURE THAT YOU READ THIS DOCUMENT CAREFULLY BEFORE MAKING A BOOKING**

**TERMS AND CONDITIONS OF USE: HORFIELD PARISH CHURCH HALL**

1. **The User**

In these Terms and Conditions, the term “the User” shall include the person signing or lodging the application and any person or organisation on whose behalf the application is made, all of whom shall be jointly and severally liable.

2. **Keys**

Access to the hall is via a keypad containing the keys.  It is imperative that the keys are returned to the keypad when the event is finished.  Failure to do so may result in a fine being imposed.

3. **Cancellation**

The User or Horfield Parochial Church Council (“the PCC”) may cancel the booking not less than 4 weeks before the booking date. A full refund of all advance hire charges will be made in the event of cancellation in accordance with this condition.

4. **Hiring Charges**

(a) The hire charges should be paid to the Bookings Secretary not less than monthly in advance by standing order or by cheque, clearly indicating to which hall user the payment relates.  All cheques should be made payable to Horfield Parochial Church Council or Horfield PCC

(b) The Bookings Secretary and website will supply details of the latest hiring charges.

[Hiring our Church Hall | horfield-parish (horfieldparishchurch.org.uk)](https://www.horfieldparishchurch.org.uk/hiring-our-church-hall)

5. **General Conditions of Use of Hall**

(a) The PCC has an absolute right to refuse a booking.

(b) All bookings must end by no later than 11 pm (later bookings by arrangement). All property of the user and its agents must be removed before the end of the period of authorised use so that the Hall must be empty at this time. The PCC may sell and retain the proceeds of any property left after the period of authorised use or store it and charge the User for such storage at the option of the PCC.

(c) The User is responsible for the proper conduct of everyone using the Hall during the period of use and shall do his/her best to prevent anyone causing an annoyance or inconvenience to other persons. In particular, the user must keep noise to a reasonable level, having due regard for nearby residents, and should keep the main doors to the Hall closed for this reason. The PCC or its authorised representatives may stop any meeting, entertainment or function which is not properly conducted.

(d) The User is responsible for the proper conduct of children and young people attending the User’s function and shall do his/her best to prevent any child or young person causing annoyance or inconvenience to other persons. In particular, the User must keep noise made by children and young people to a reasonable level and must prevent the use of the areas outside and/or to the front of the Hall. Parties for children and young people must be supervised by at least two responsible adults at all times.

(e) For safety reasons children must never be allowed in the kitchen.

(f) The Hall may not be used for the consumption or sale of alcohol unless by prior arrangement with the licence.

(g) The User must ensure that the terms of every statute authorising or regulating how the Hall is used are complied with and that any work to the Hall which any authority acting under any statute requires is done and that any license or registration which is required or which the PCC requires is obtained, renewed and continued as the case may be, including but not by way of limitation:

(i) compliance with statutes governing the preparation, serving or selling of food;

(ii) compliance with statutes governing the sale and consumption of intoxicating liquor;

(iii) compliance with statutes governing persons working with or caring for children (including their engagement, supervision and training); *please see note 6* *Child Protection*

(iv) obtaining any requisite license for music entertainment, dancing, concert or stage performances; and

(v) compliance with the conditions of such requisite licenses.

AND the User shall keep the PCC fully indemnified against all losses and demands made against or suffered by or incurred by the PCC arising out of all such matters. If the PCC has given written permission, the user may apply for an appropriate Temporary Event Licence to the appropriate Council Licensing Department for an additional use of for a period outside these hours. Users must provide a copy of any such Temporary Event Licence to the PCC immediately and ensure that its requirements are fully complied with.

(h) All advertisements and publicity for functions held in the Hall must clearly display the name of the person or organisation holding the function and must refer to the Hall by its formal name: *Horfield Parish Church Hall*.

(i) No nails, screws, bolts etc may be driven into the walls and fixtures of the Hall and no equipment, furniture or any structures or decorative lighting, posters, placards or notices may be taken into the Hall, or placed or displayed outside it or used there without the previous consent of the PCC or the PCC’s sub-committee responsible for the Hall.

(j) The User is responsible for all damage done to the Hall (including any Fixtures, Fittings and Furniture and any other articles in it) during the period of use, whosoever may have caused the damage. All damage and breakages must be entered in the Damage Book and reported to the Hall Bookings Secretary.

(k) The User agrees to pay all such rates, taxes, charges, assessments, and other liabilities as may be imposed upon the PCC or otherwise solely as a result of the user’s use or occupation of the Hall. If rates, taxes, charges, assessments, or other liabilities which are imposed upon the PCC or otherwise are higher than they would have been but for the user’s use or occupation of the Hall, then the User shall pay all such additional sums.

(l) The Hall must be cleaned, all crockery washed up and put away and all tables and chairs and other furniture and equipment returned to where they are normally stored before the end of the period of use. Please note that it is the responsibility of the User to remove all rubbish from the Hall, including the surrounding area. If the user fails to observe these conditions the PCC may perform it on behalf of the user and recover the cost from, or make an appropriate charge to, the user.

(m) The benefit of a booking may not be assigned or transferred (in whole or in part) to any other person or party and the Hall or any part of it may not be used by any person other than the User.

(n)     The PCC does not warrant that the Hall is fit either legally or physically for the User’s intended purpose. In the event that the Hall becomes unfit for the User’s intended purpose (for example due to availability of heat and light) the User shall be entitled to a refund of any deposit or hire charges already paid in advance for the affected hiring, but the PCC shall not be liable to the User for any resulting direct or indirect loss or damages whatsoever.

(o) The User must ensure that the Equality Act 2010 is complied with.

(p) The User must ensure that there is a minimum of 2 competent attendants on duty at the Hall during the event, none of whom shall be less than 18 years of age.

(q) The User must comply with all conditions and regulations made in respect of the premises by the Fire Authority or Local Authority in connection with the event.

(r) Highly flammable substances are not to be brought into or used in any part of the Hall, nor are internal decorations of a combustible nature (e.g. polystyrene, cotton wool etc) to be erected without the consent of the PCC. If electrical appliances are brought into the Hall by the User then the User must ensure that these items are safe and in good working order and used in a safe way.

(s) If food is to be prepared, served or sold then the User must observe all relevant food health and hygiene legislation regulations.

(t) The User must not do or suffer in the Hall any act or thing which shall be a nuisance damage or annoyance to the PCC or the neighbourhood and not to hold or permit any religious service to be held without the consent of the priest in charge or other Church of England officiating Minister for the time being of the ecclesiastical Parish of Horfield

6. **Child Protection**

(a) The signed Safeguarding Policy of Horfield PCC is posted in the Hall. Users are required to read this and ensure that they have their own Safeguarding Policy and procedures that are consistent with these standards.

(b) The User is required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring that all necessary Child Protection checks are undertaken. The PCC accepts no responsibility for the User’s failure to comply with these requirements.

7. **Protection of Vulnerable Adults**

It is the responsibility of the User to ensure the protection of any vulnerable adults using the Hall.

8. **Insurance**

The Hall is fully covered for any claims due to negligence on the part of the PCC. However, the User must take out its own insurance to cover any other claims which may arise in relation to its use of the Hall including the risk of the Hall being unavailable to the User in the any of the circumstances set out in clauses 3 and 5(n) above.

9 . **Disclaimer**

The PCC, its officers, agents and servants shall not be liable to the User or to any person using or entering the Hall for personal injury or for damage to, loss or theft of any property brought into the Hall, however it may be caused. The User shall indemnify the PCC, its officers, agents and servants against all claims made by, and liability to, any person in respect of such damage, loss or theft.

10. **Parking**

Users are advised that all vehicles parked outside of the Hall are parked at the owner’s risk.  The PCC is under no liability to insure against loss, theft or damage to vehicles. Care must be taken not to park on the grass verges as you are liable to be towed away; please read the signs erected by Bristol Security and not the church.

11. **Fire and Emergencies**

(a)     The User is responsible for calling the Fire Brigade to any outbreak of fire, however slight, and for reporting this immediately on the Emergency telephone number below.

(b)      The User must ensure that all exits, emergency exits and fire appliances in the Hall are free from obstruction and available for use at all times during the period of use.

(c) There is no public telephone in the immediate vicinity and, as a result, we recommend that the user has a charged mobile telephone on their person and at the premises at all times during the function.

(d)      In common with all public buildings smoking is not permitted anywhere in the building.

(e) All users of the Church Hall are to ensure that they have sufficient special equipment, First Aiders and expertise to deal with any incident that may occur having first carried out a risk assessment for the activities that the user will undertake.

(f) In the event of an accident requiring first aid the user must make an appropriate entry in the accident book and may make use of supplies from the First Aid Box if necessary. Both are normally located in the kitchen.

12. **Issues and Enquiries**

Please direct booking enquiries to the Parish Office – 0117 9515729, there is an answerphone for out of office enquiries.

For any **non-urgent** concerns about the church hall and/or its fixtures and fittings, please email the Parish Office [hpc.sec@horfieldparishchurch.org.uk](mailto:hpc.sec@horfieldparishchurch.org.uk).

**Urgent** **matters should be addressed directly to either of the churchwardens: Nick Stephenson (07742488383) and Caroline Plaice (07714 255670)**

13. **Rights of Access of the PCC**

The members of the PCC and any persons authorised by the PCC shall have the right to enter any part of the Hall at all times during the period of use.