**Parish of Herne Hill Booking Form 2022**

An agreement between the Parochial Church Council (“PCC”) of the Parish of Herne Hill and the Hirer named below, in respect of the premises at St Paul’s Church hall or St Saviour’s Church hall.

**Hirer’s Details**

|  |  |
| --- | --- |
| Organisation/Name |  |
| Address |  |
| Email |  |
| Telephone (s) |  |

**Booking Details**

|  |  |
| --- | --- |
| Nature of function |  |
| Day (s) of use |  |
| Frequency: |  |
| Entry time |  |
| Exit time |  |
| Fee  |   |
| Deposit Required | £200.00 (Refundable on Return of Keys and completed checklist- 3-5 working days) |
| Bank details  | **Parish of Herne Hill PCC**sort code: 40-52-40account number: 00024868Ref: Initials, Date of the party, deposit |

I …………………………………… (the Hirer) am authorised to sign on behalf of the stated organisation and agree to be bound by all the conditions of use overleaf and to pay the hourly fee stated above for use of the premises. In the case that I do not sign this agreement once it has been given to me but continue to use the premises, I accept that I will be deemed to have accepted the conditions of use and will be bound by them. I accept that the fee payable will be reviewed annually in September.

I understand that it is my responsibility to protect any children and adults who may be vulnerable who will be on the premises during the hire period. I confirm I have seen a copy of the Parish of Herne Hill’s Safeguarding Children and Safeguarding Adults who may be vulnerable policies and Guidelines for Activities and agree to abide by them. I understand that if I contravene these policies and guidelines the PCC has the right to cancel the booking and / or refuse future bookings by me.

I confirm I have read the safeguarding policy, please tick box ◊

Please take a look at our safeguarding video, once watched please tick box ◊

<https://youtu.be/jrMcF_RfsJs>

Please provide us with your own safeguarding policy, once we have received this your booking can be confirmed.

Please provide us with your DBS number……………………………

I understand that the deposit will only be returned subject to my meeting all the conditions outlined overleaf in respect of the premises.

Signature of Hirer…………………………………………………… Date………...

**Parochial Church Council for Herne Hill Parish - Conditions of Premises Hire**

1. The agreement overleaf is personal to the Hirer who is signing on their own behalf or on behalf of the stated organisation.
2. The Parochial Church Council (PCC) reserves the right to cancel any booking if the premises are required for a church function, use as a polling station, or any other exceptional need. Any fee paid for a booking which is subsequently cancelled by the PCC will be refunded. The PCC reserves the right for a representative to enter the premises at any time.
3. The Hirer acknowledges that no tenancy is intended to be created between the PCC and the Hirer, and there is no relationship of landlord and tenant between them.
4. The right to refuse any application for hire is reserved by the Incumbent and the PCC.
5. The PCC accepts no responsibility for the loss theft or damage of users’ property while on the premises.
6. **No decorations or fixtures may be attached to the walls or fabric of the premises. No helium balloons allowed.**
7. The Hirer will meet the cost of making good any loss or damage caused to the building, or its equipment or appliances arising in connection with the hiring of the premises. Losses, breakages or damage will be reported immediately to the Parish Operations Manager (Julia Daniel, 020 7737 4978).
8. The Hirer shall ensure that the users of the hall observe all regulations affecting the premises imposed by Licensing Justices, the Fire Authority, the Local Authority, the Trading Standards Authority, and do not engage in any unlawful activity on the premises. The Hirer will be responsible for obtaining any licenses relating to activities during the hire period, and will not contravene the laws of betting, gaming and lotteries.
9. The Hirer will ensure that children and adults who may be vulnerable are protected at all times, by the Hirer taking all reasonable steps to prevent injury, illness, loss or damage occurring, and the Hirer will carry full liability insurance for this.
10. The Hirer will provide evidence that it has current insurance with public liability cover.
11. The Hirer is primarily liable for any accident or injury which arises out of its activities while using the premises and is required to complete details in the premises accident book of any accident or incident occurring during their occupation of the premises which did or could give rise to injury. Details should be completed as soon as possible after the accident or incident, but in any case before the premises are vacated by the Hirer after the event.
12. The Hirer shall ensure that the users of the hall are supervised during the period of the hire, and on entering and leaving the premises, so that no nuisance arises to other users of the premises, or to residents of the area.
13. The Hirer will ensure that users do not smoke in any part of the premises.
14. The Hirer will ensure that no alcohol is sold or consumed on the premises.
15. The Hirer will ensure that users do not access the premises outside the agreed times of use.
16. The Hirer will ensure that users familiarise themselves with the location of fire extinguishers and fire exits. The Hirer will call the fire brigade to any outbreak of fire, no matter how minor, and the Parish Administrator will be notified immediately.
17. The Hirer will ensure that the premises is left clean and tidy, with lights off and securely locked at the end of the hire period.
18. The Hirer will ensure that users park considerately and respect parking restrictions. There is no parking permitted (bar the use of a single disabled parking bay) in front of at St. Paul’s Church or hall as access to the front of the hall must be clear at all times for Fire Safety reasons.
19. Regular hirers are required to complete the attached Form for Regular Hirers of Church Premises. Failure to complete the declaration on the form will mean the booking agreement will be terminated.
20. **Cancellation policy:**
* 10% charge if cancelled 8 weeks or more before booking- can come out of deposit
* 50% of booking charge is due if cancellation is between 4 and 1 weeks before a booking
* 90% of booking charge is due if cancellation is 1 week or less before a booking

 we will happily accept a rebooking instead of a refund depending on availability.

 Cancelation due to covid reasons:

 we will happily accept a rebooking depending on availability

1. **keys:**
* If they keys are returned late there is £15.00 charge for every 15 minutes the keys are late.