

## Event and Party Hall Booking Form

The Sir Ken Dodd Happiness Hall for St John's Church and Community Thomas Lane, Knotty Ash, L14 5NX

Before requesting to view the hall in person, please view the photos online at <http://www.stjohnknottyash.org/bookings>

By clicking on 'View Photos' button, this usually helps most people.

Hirer's Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Telephone no \_\_\_\_\_

Email address \_\_\_\_\_

Day of week \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Reason for hire (party/reception/business/charity etc) \_\_\_\_\_

*The Hall does not hold an alcohol licence which means no alcohol can be sold on site. You can however bring your own alcohol for consumption on the premises. You can also apply for a "pop up bar" with the relevant permissions required by law at your own expense and you must provide us with evidence of your application 14 days before the event.*

- Are you intending to provide alcohol (not for sale). Yes/No\*
- Are you intending to provide a "pop-up-bar" with the relevant permissions required by law? You will need to provide evidence 14 days prior to event. Yes/No\*

I, as Hirer, have read the Terms and Conditions of Hire governing the use of The Sir Ken Dodd Happiness Hall for St John's Church and Community and undertake to see that they are strictly observed. I will adhere to all current government legislation as necessary i.e., Pandemics.

The fee is £30 per hour. We will also require full payment to be paid at the time of booking and a deposit of £100.00 (refundable) against loss and damage.

I enclose deposit and fee: of \_\_\_\_\_

*Cheques should be made payable to "St John PCC"*

*BACS payments Acc. Name: PAR CC. Sort Code:40-29-26 Acc No.40649120*

- *Please note an error may come up regarding the name. We are aware of this, unfortunately the bank is unable to resolve this. As long as you have entered the correct sort code and account number, the funds will reach us.*

The completed form should be returned to the

- [sjkahallbookings@gmail.com](mailto:sjkahallbookings@gmail.com)
- Hall Office Post Box
- c/o The Sir Ken Dodd Happiness Hall for St John's Church and Community, Thomas Lane Knotty Ash L14 5NX

**PLEASE NOTE:** Events/parties etc. **Cancellation (within 14 days of event date):** - 50% of the hire cost will be retained on cancellation.eg: 4 hours £120-- £60 retained.

**Declaration: I agree to abide by appropriate safeguarding procedures and conditions of hire. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.**

Please indicate you have accepted the terms and conditions of hire.

Please indicate if you do not wish your details to remain on file, your data will not be used for any marketing purposes

Signature of Hirer \_\_\_\_\_

Date \_\_\_\_\_

Please note if your party/event overruns you will incur a further charge.

## **Terms and Conditions of Hire**

Applications for the hire of the Hall shall be made on the prescribed form. The person signing the form must be an adult and shall be deemed to be the Hirer.

Booking fees may be reviewed at any time and new rates will be notified to the Hirer as soon as possible.

## **CHILD PROTECTION**

Those making the booking confirm that they are fully aware of the principles contained in the Home Office Code of Practice 'Safe from Harm' and undertake to adopt the recommended practice in all work with children and young people under the age of 16 years. See Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance. **Please sign two copies, one to be retained by the church, and one by the organisation**

**The Parochial Church Council of St John The Evangelist Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.**

**You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.**

**In particular this means that:**

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:**
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it

- (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**The Parish Safeguarding Officer for St John The Evangelist Church is:**

**Name: Church Wardens via St John's Vicarage Thomas Lane L14 5NR**

**GENERAL CONDITIONS OF HIRE** For the purposes of these Conditions the term Hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. The Hirer agrees that, if necessary, the PCC /keyholder/hall manager may attend during the hiring.
2. The Hirer will, during the period of the hiring, be responsible for supervision of the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway
3. The Hirer will be responsible
  - (a) for ensuring that guests do not congregate in the car park causing disturbance to local residents.
  - (b) for calling the police immediately if a situation arises which cannot be dealt with quickly and effectively.
4. Should any disturbance occur due to the noise levels of music, or the behaviour of guests, resulting in complaints to The Church Hall Committee during the hiring all of the deposit will be deducted. **All music must cease by 11.00pm.**
5. It is the responsibility of the Hirer to ensure that there is no smoking or vaping inside the hall building or carparks. Any fines levied due to non-compliance will be the responsibility of the Hirer.
6. The Hirer shall not sub-let or use the premises for any purpose other than that described in the hiring agreement, nor for any unlawful purpose or in any unlawful way, nor bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
7. The Hirer shall be responsible for the application for a licence to the relevant authority for a pop-up bar or similar if required for your event. The application and cost will be your responsibility. Obtaining such licences as may be needed for the supply and sale of intoxicating liquor and for the observance of the conditions of the same.
8. The Hirer must ensure that during the period of hire all persons attending the event/function do not contravene the laws relating to controlled drugs or gaming.
9. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music, or other similar entertainment, or stage plays.
10. Fire exits must be kept clear at all times and the hirer is responsible for ensuring that all persons present are familiar with the Fire and Evacuation Policy as sign posted.
11. The Hirer shall, if preparing, serving or selling food observe all relevant food, health & hygiene laws.
12. The Hirer shall ensure that no electrical appliances shall be used on the premises without prior permission and that any electrical equipment brought to the premises shall be safe and in good working order and used in a safe manner.
13. The use of all hard balls such as footballs, tennis balls or cricket balls, is not permitted on any part of the hall premises or grounds.
14. Bouncy castles or other inflatables are not allowed indoors within the hall.

**The Hirer shall:**

1. Pay the non-refundable fee at the time of booking
2. Limit numbers attending the meeting or function to a maximum of 120. The Hirer shall not sub-let or use the premises for any purpose other than that described in the hiring agreement nor for any unlawful

purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

3. Leave the premises in a clean and orderly state with the chairs and tables clean and stacked, the floor and surfaces swept or mopped and the crockery washed up and replaced in the correct cupboards. Rubbish should be taken away with you. All cleaning shall be done immediately and during the time booked by the Hirer. If cleaning is not carried out to a reasonable standard the Hirer shall forfeit any deposit or will be liable for any additional cleaning costs incurred.
4. Pay on demand the cost of making good any damage to the building, its decoration, furniture, crockery or any other property. The cost to make good any damage will be deducted from the deposit.
5. Indemnify the PCC for all costs, damages or expenses arising in any way out of or in consequences of the hiring, and in particular, against liability for any personal injuries suffered by any person or persons using the premises in consequence of the hiring or any action arising out of any breach of law.
6. Make no alteration to the light fittings or other electrics without permission; permit no nail, screw, hook, drawing pin, blue tac, sellotape or fastening of any kind to be driven into the structure, furniture or fittings of the Hall.
7. Use the Hall in a manner consistent with its status as church premises.
8. If alcohol is to be consumed on the premises, indicate on the booking form.
9. If you are providing a "pop-up-bar," you will need to abide by all government law and licensing.

**The Hirer is solely responsible.**

- To be responsible for compliance with the law in respect of any permissions required, supply the PCC with details and must be described on the booking form.
- To Ensure that admission to events and any other entertainments shall be by ticket purchased before the doors are opened and not by payment on entrance.
- Not to allow dogs other than guide/hearing/assistance dogs (exceptions on request) inside any part of the premises.
- To be responsible for keeping the hall access secure, turning out all the lights and locking up the Hall after use, if requested to do so.
- Not to permit smoking or vaping anywhere within the building or carparks or the burning of candles or any other naked flame. (*Birthdays Cakes permitted within reason*).
- Come to an arrangement for the use of kitchen facilities (which may not be provided for the exclusive use of the Hirer of the Hall), when the Hall and the other rooms are let separately.

**The PCC:**

1. Reserve the right to enter any part of the premises if necessary.
2. In the event of unforeseen circumstances we reserve the right to cancel, any booking. The total charges paid for that booking by the Hirer will be refunded and the church shall not be liable to pay any compensation.
3. Will not be responsible for any loss of, or damage to, any property brought on to the premises by any Hirer or any other person whatsoever, or for any loss, damage, or injury which may be incurred to any person or persons whilst on the premises.