



## Booking form for St Andrew's, Oxshott, Church Premises

Hirer's Name .....

Address.....

..... Postcode.....

Email address..... Telephone no.....

Date..... Day of week.....

Premises required (Church/Hall/Vestibule/Other) .....

Time (to include setting up and clearing away) .....

Reason for hire (children's party/reception etc.) .....

Do you wish to apply for permission to serve alcohol? Yes/No\*

Do you need a Temporary Event Notice under s.100 Licensing Act 2003 for the sale or supply of alcohol or performance of any entertainment? Yes/No\*

I, as Hirer, have signed and will abide by the Safeguarding Declaration and I have read the Terms and Conditions of Hire governing the use of St. Andrew's Church Hall and premises and undertake to see that they are strictly observed.

I enclose the fee of £..... and a separate deposit cheque for £100

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

### The fee is:

**Day-time:** £27 hour or any part of an hour. **Evenings:** £27 per hour or any part of an hour. **Weekend:** £27 per hour or any part of an hour. The deposit cheque for £100 will be destroyed after the hire unless there is a breach of the Terms and Conditions of Hire. Cheques should be made payable to "St. Andrew's Church, Oxshott" or by bank transfer to acc. no: 80374598 sort code: 209056. **If you are paying by bank transfer, please provide the account details the deposit should be sent to.** The completed form, deposit cheque and rental fee should be returned to the Church Office.

PLEASE NOTE: No refunds are available if the event is cancelled.

\* See clause 7 & 8 of the Terms and Conditions of Hire for details about alcohol and performances.



## Terms and Conditions of Hire

Applications for the hire of the Church, Hall or other premises from St Andrew's Church ("the Parish") shall be made on the prescribed form. The person signing the form must be an adult and shall be deemed to be the Hirer. The standard booking fee is £27 per hour or any part of an hour, for day use; or £27 per hour or any part of an hour for evening use; or £27 per hour or any part of an hour for weekend use. A refundable deposit of £100 is required. Booking fees may be reviewed at any time and new rates will be notified to the Hirer as soon as possible.

The Parish recognises that its premises and facilities are a valuable resource within the community and welcomes the opportunity to enable others to benefit, but all Hirers must ensure that the premises are not used for any purpose which:

- May infringe, undermine or oppose the fundamental British values of Democracy, Rule of Law, Respect and Tolerance, Individual Liberty;
- Are inconsistent with the ethos of the Church of England and/or the Parish;
- Potentially marginalise any community or individuals;
- Seek to glorify criminal activity or violent extremism or seek to radicalise others.

This hire of the Church Premises or facilities may be cancelled by notice in writing at any time if, in the opinion of the Churchwardens or the Parochial Church Council ("PCC"):

- There are reasonable grounds for believing that a speaker or other persons at the event will incite others to commit criminal acts, such as violence and/or the incitement of racial or religious hatred;
- There are reasonable grounds for believing that opinions may be expressed in a way that is contrary to fundamental British values, or which infringe the human rights of others;
- The event appears to be in direct support of an organisation that is unlawful or proscribed (Home Office list of terrorist groups or organisations banned under UK law);
- That the Hirer has misled the Parish about the nature of the event by falsifying or concealing information.

Any decision of the Churchwardens or PCC will be at their absolute discretion and will be final.

### **The Hirer shall:**

1. Pay the non-refundable booking fee and refundable deposit at least 14 days in advance of the hire.
2. Limit numbers attending the meeting or function to a maximum of 80. If you wish to hold a larger function then please contact the Churchwardens to discuss your requirements before booking.
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 out to the green skips and bin liners replaced. 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 reasonable cost of making good any damage to the building, its decoration, furniture, crockery or any other property. If a deposit has been taken, the cost will be deducted from the deposit.
5. Indemnify the Parish or 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 or fastening of any kind to be driven into the structure, furniture or fittings of the Church Premises.
7. Use the Church Premises in a manner consistent with its status as church premises and not permit anything to be done which is likely to lead to disorder or to anything contrary to sobriety or decency.
8. If alcohol is to be sold or supplied for reward or contribution or otherwise consumed on the premises, indicate on the booking form and apply in writing to the churchwardens (c/o the Parish Office) at least 4 weeks before the hire for consent to serve alcohol. If permission is granted, the Hirer is solely responsible for sending to Elmbridge Borough Council a Temporary Event Notice under section 100 of the Licensing Act 2003 and sending a copy of the Notice to the Church Administrator at least 10 days before the hire commences.
9. Be responsible for compliance with the law in respect of any permission, collection of entertainment tax or other legal requirements in connection with any hire and shall supply the churchwardens with details of any musical numbers performed in public as required by the Performing Rights Society. Any musical performance, play, film or other entertainment must be described on the booking form. The Hirer is solely responsible for sending to Elmbridge Borough Council a Temporary Event Notice under section 100 of the Licensing Act 2003 for any musical performance, play, film or other entertainment and sending a copy of the Notice to the Church Administrator at least 10 days before the hire commences.
10. Ensure that admission to dances and any other entertainments shall be by ticket purchased before the doors are opened and not by payment on entrance.
11. Not allow dogs inside any part of the premises.
12. Be responsible for keeping the Church Premises keys safe, turning out all the lights and locking up the Hall after use, if requested to do so.
13. Not permit smoking anywhere within the premises or the burning of candles or any other flame.
14. Not allow children to be in the kitchen without close supervision.
15. Come to a reasonable arrangement for the use of kitchen facilities (which are not provided for the exclusive use of the Hirer of the Church Premises), when the Church, Hall or the other rooms are let separately.
16. Read and agree to be bound by the church's [Health and Safety Policy and Fire Safety Policy](#) available on the church website. Note: the accident book and first aid equipment are in the kitchen.
17. The use of bouncy castles or other inflatables is not permitted inside Church Premises.

### **The Churchwardens:**

1. Reserve the right to enter any part of the premises at any time
2. Reserve the right to cancel any booking, in which event the total charges paid for that booking by the Hirer will be refunded and the Parish 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 by or be done or happen to any person or persons whilst on the premises.



## Safeguarding Declaration

The PCC of St Andrew's Church, Oxshott has adopted the Policy Statement of the Church of England: Promoting a Safer Church: [www.standrewsoxshott.org.uk/safeguarding](http://www.standrewsoxshott.org.uk/safeguarding). Your booking agreement is conditional upon you complying with the safeguarding policy of the Church of England where relevant or with any equivalent appropriate policy adopted by you or your organisation. You are required to ensure that everyone and in particular children, young people and vulnerable adults are protected at all times (noting that these premises are open to the public), by taking all reasonable steps to prevent abuse, injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

You must immediately (within 24 hours) inform the Parish Safeguarding Officer through the Parish Office of 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.

### Declaration

I agree to abide by appropriate safeguarding procedures as set out above. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed ..... Designation .....

Organisation ..... Date .....

**Please sign two copies, one to be retained by the church, and one by the hirer.**