

St Edward's Church Hall

St Anne's Lane, Castle Donington, Derby DE74 2JH

Booking Form – Event / Regular Hire

CLIENT DETAIL	
Name of Hirer and Organisation/ Person Responsible:	
Address:	
Contact Details:	Telephone No: E-Mail:
Contact Details on the day(s) of hire: Responsible Person	Name: Telephone No:
Date(s) required: (attach schedule if applicable)	
Rooms Required	<input type="checkbox"/> Church Hall <input type="checkbox"/> Full use of Kitchen <input type="checkbox"/> Church
Purpose of Hire	
Period of Hire	Access Time: Event Start Time: Event Finish Time: Departure Time:
Numbers attending Designated Fire Marshall(s)	Adults: Children (under 18 years): 1-60 people: 61-120 people:
Special requirements	

1. Please complete this form and return it, together with the agreed deposit/booking fee, to Mrs Jill Fox, Church Administrator, c/o The Vicarage, 6 Delven Lane, Castle Donington DE74 2LJ or email stedwardscastledonington@outlook.com as soon as possible after a provisional booking has been made.
2. If the booking is on behalf of a club/organisation this application must be signed by someone who has authority to contract on behalf of the club/organisation wishing to use the premises.
3. The letting will be subject to the conditions set out below. Should these conditions not be adhered to, we reserve the right to levy an additional charge to cover additional costs.
4. IF THIS BOOKING FORM IS NOT RETURNED WITHIN FOURTEEN DAYS FROM THE DATE OF ISSUE, THE PROVISIONAL BOOKING WILL BE CONSIDERED CANCELLED.
5. Your data will be processed and stored in accordance with our Privacy Notice, available on request.

SCHEDULE OF HIRE CHARGES 2023/24

Standard Rate Minimum booking of 2 hours	£19.00 per hour
Concession Rate Minimum booking of 2 hours	£16.00 per hour
Community Rate Minimum booking of 2 hours	£14.00 per hour
Kitchen Rate Use of the kitchen for preparing and serving food to the public. See also note below.	£10.00 per hour in addition to the rate above
<p>Duration of Hire: Booking time includes any time required to set up and must include time to leave the venue clean and in the condition it was found.</p> <p>Kitchen: If you intend to use the kitchen to prepare food, you will need a Food Hygiene Certificate. You will be required to pay a £50.00 deposit. The deposit will be forfeited if the kitchen requires cleaning after use.</p> <p>Storage: we have limited storage available by separate negotiation.</p>	

What rate do I pay?

Please ask yourself these questions in sequence, the first time you answer yes, you have found the rate you pay.

Does your organisation pay more than one person?

YES – You pay the Standard Rate

Does your organisation pay only one person?

YES – You pay the Concession Rate (Sole Trader)

Will you sell tickets to the general public?

YES – You pay the Standard Rate (Public Event)

Is your booking a family gathering or some form of private party?

YES – You pay the Concession Rate

Is your organization run only by volunteers?

YES – You pay the Community Rate

NO – Speak to us about the rate you would pay.

Updated 15th August 2023
Approved by St Edward's PCC

St Edward's Church Hall

St Anne's Lane, Castle Donington, Derby DE74 2JH

Terms & Conditions of Hire and Use

1. Letting Policy

It is the policy of St Edward's Parochial Church Council ("the PCC") to encourage the use of its facilities, notably the Church and Church Hall, by a wide variety of members of the local community. Applications for both regular and one-off bookings are welcome. The PCC reserves the right to refuse any application which the PCC is unable or unwilling to accept.

2. Church Precedence

The Church, Church Hall, Kitchen and St Anne's room ("the Facilities") are primarily for the use of the Church whose requirements take precedence over any other user. Bookings by any other user may be cancelled at the absolute discretion of the Booking Manager to allow Church use of the Facilities. The Booking Manager may cancel such a booking only where it is reasonable to do so, and only after giving adequate notice of intention to the user of no less than thirty days.

3. Making Bookings

Organisations and individuals (who must be over the age of 18 years), referred to below as "the Hirer" and/ or "Responsible Person", who wish to hire or use the Facilities must complete a booking form and return it to the Booking Manager, with the full fee before a booking is confirmed. The Hirer, as identified on the booking form, and their guests must ensure these Conditions of Hire are complied with. Sub-letting is prohibited.

4. Charges

Charges are set out on a Schedule of Charges. All charges are subject to the discretion of the PCC.

5. Use

The Hirer must ensure, during the time the Facilities are so used, that the Hirer's activities are conducted in an orderly manner and under appropriate supervision and control and that the facilities are used quietly and in a manner unlikely to cause annoyance or become a nuisance to the owners or occupiers of this or neighbouring properties.

6. Safeguarding Children and Vulnerable Adults

The Hirer and Responsible Person are required to ensure that children and vulnerable adults are kept safe and protected at all times by taking reasonable steps to prevent the occurrence of any injury, loss, damage or harm. The Diocese of Leicester provides safeguarding guidelines for all Users where children up to 18 years old make use of the Facilities. You can find these on the parish website. These guidelines are reviewed and updated annually. The Hirer also agrees to comply with all relevant current legislation and to comply with the national Safeguarding Policy of the Church of England.

7. Liability and Insurance

The Hirer shall indemnify St Edward's PCC against any damages, liabilities, costs or losses arising from the use of the Facilities. It is the duty of the Hirer to decide what constitutes adequate insurance for their use of the Facilities and to arrange insurance, notably if using 3rd party entertainers or equipment. To the extent permitted by law, the PCC accepts no responsibility or liability for any loss or damage to any person or property, nor any accident, damage, loss, injury, expense or inconvenience whether to persons or property which the Hirer or any other person may suffer or incur arising out of or in any way connected with the hire, including equipment, valuables or other property brought onto the premises by the Hirer, howsoever such injury, loss or damage may be caused. A copy of the Hirer's public liability insurance will be required for all bookings involving groups/teams and members of the public with the exception that the hire is for a private party.

8. Conduct

The Hirer and Responsible Person shall, during the period of hiring be responsible for the behaviour of all persons using the Facilities, including the supervision of the premises, fabric and contents, safety from damage however slight and agrees to keep the property, fittings and other contents in or on the property in a like state of repair and condition as at the commencement of the hire and will as soon as possible make good (or will arrange to make good) any damage, breakage, or loss that may occur during the period of the hire.

9. Capacity

The maximum number of persons to be allowed in the Church Hall at any one time is 120. One designated Fire Marshall is required for 1 – 60 people, and two designated Fire Marshalls are required for 61 – 120 people.

10. Access

Unless the Hirer is given access to a key, the Facilities will be opened in time for the commencement of the hire. When a Hirer is issued with keys, these are for the exclusive use of the person to whom they are issued; further distribution or duplication is forbidden. Any instance of theft or damage from/to the Facilities attributable to noncompliance with this condition will render the Hirer liable to prosecution.

11. In an Emergency

If the emergency is life threatening, dial 999 immediately. Emergency contact details and procedures will be displayed within the buildings.

In the event of a Fire, the Responsible Person must ensure that the Facilities are evacuated immediately – then dial 999.

A First Aid Box and an Accident Book is located in the Church Hall kitchen and the Church vestry.

12. Licences and Risk Assessments

The Facilities are NOT licensed for the sale of alcohol. The Hirer shall be responsible for obtaining all necessary licences including those required for regulated activities involving children or vulnerable adults. The Hirer shall ensure compliance with such licences, and the regulations made by the Fire Authority, Local Authority, Police, Local Magistrates Court, or any other statutory authority. The Hirer must also apply in writing directly to the PCC for permission to sell or provide alcohol. The Hirer shall comply with any restrictions regarding duration and volume of music. It is the responsibility of the Hirer to complete any necessary Risk Assessments. Hirers are strongly advised to carry out Risk Assessments for all bookings.

All bookings are subject to the Hirer taking responsibility for, and ensuring that health and safety regulations are adhered to, including clear access to fire exits.

No television is allowed in the building.

The Facilities, including grounds and church yard, are a "No Smoking" area.

13. The Kitchen

The use of the Church Hall kitchen to provide refreshments is included in the hiring charge. Users must provide their own dish cloths and tea towels. If full use of the kitchen is required for cooking and/ or catering, there will be an additional charge. The Hirer is responsible for ensuring that Food Hygiene regulations are complied with, and that the cooker is not left unattended at any time while in use. On vacating the Facilities, the Hirer is required to check that all crockery and cutlery is washed and stored away as found in the cupboards, all surfaces have been wiped clean, cooker cleaned, floor swept and all electrical equipment is unplugged and switches are in the 'off' position.

Children under the age of 14 are not allowed in the kitchen.

14. Church Office

As the Church Office is accommodated in the Hall, the Hirer shall allow the Vicar, staff and officers of the PCC access to the Hall at all times – every effort will be made not to disturb.

15. Housekeeping

Furniture or equipment must not be removed from the premises.

No fixtures or decoration of any kind requiring nails, screws, pins or adhesive materials are permitted, except with the express written permission of the PCC.

No special preparations may be applied to any floors.

All rubbish must be removed and taken away by the Hirer.

At the end of the event, it is the Hirer's responsibility to ensure that all doors and fire doors are secure and locked, that all windows are closed, that all lights are switched out, and that the Facilities are left clean and in the condition they were found. The PCC reserves the right to levy an extra charge if the Facilities are not left clean and tidy.

16. Users' Equipment

Users must not leave their equipment or belongings in the Facilities unless written permission has been obtained from the PCC and the equipment is labelled with the name of the User. The PCC accepts no responsibility for any equipment or belongings left in the Facilities even if they had permission to leave it there. The Hirer must make arrangements for adequate Insurance to cover anything left in the buildings. Property left in the buildings without written permission may be removed and disposed of without notice. It is the responsibility of the Hirer to ensure that any electrical equipment brought into the premises for intended use must have a valid Portable Appliance Testing Certificate.

Gas bottles are not allowed in the buildings.

17. Payment and Cancellation

In the event of the Facilities not being used after approval has been granted, the applicant will be responsible for payment of the full fee if notification of cancellation is not given at least THIRTY DAYS before the approved letting time.

THIRTY days' notice is required to cancel and/or amend any booking and the PCC reserves the right to cancel any booking(s) at any time by giving THIRTY days' notice.

Regular bookings are payable on a monthly basis THIRTY days in advance.

PLEASE NOTE THAT THE BUILDINGS MUST BE LEFT IN A CLEAN AND TIDY STATE SO AS NOT TO INCONVENIENCE OTHER USERS.

I confirm the booking and I have read and accept the above Conditions of Hire.

Name.....

Signed

Date.....

Please complete and return the booking form to Mrs Ruth Salt, Church Administrator, c/o The Vicarage, 6 Delven Lane, Castle Donington DE74 2LJ or email stedwardscastledonington@outlook.com as soon as possible after a provisional booking is made.

The booking remains provisional until the fee is paid. Fees must be paid by bank transfer to:

St Edwards PCC Castle Donington Sort Code: 08-92-99 Account No: 67231786 Co-operative Bank
Reference: Your name, or Invoice number.