

HIRE CHARGES AND HIRE AGREEMENT – LARGE GROUPS / EVENTS
(between the Hirer and the Parochial Church Council of Winscombe and Sandford)
St James's Church Centre
52 Woodborough Road, Winscombe, BS25 1BA

AGREEMENT

In consideration of the hire fee the Parochial Church Council agrees to permit the Hirer to use the Church Centre for the purposes described on the online booking form.

The hall is not normally available for hire before noon on a Sunday.

HIRE CHARGES

Non-commercial hire: 8 am to 6 pm - £10.00 per hour (not available before midday on Sunday)
6 pm to midnight - £11.00 per hour

Commercial hire: 8 am to 6 pm - £12 per hour (not available before midday on Sunday)
6 pm to midnight - £14.50 per hour

The above fees include the use of the kitchen for serving hot and cold (non-alcoholic) drinks only. You must bring your own supplies.

Kitchen use / catering:

Use of the kitchen for the preparation and serving of cold food, tea and coffee including use of crockery and cutlery, kettles etc. plus washing up facilities:

£7.50 per let

Use of the kitchen for the preparation, cooking and or serving of hot food including use of hob, oven, microwave, heating trolley, crockery and cutlery, kettles etc. plus washing up facilities:

Up to 50 people	£50.00 per let
Over 50 people	£75.00 per let
For private parties	£15.00 per let

NB If the hob, oven, microwave or warming trolley are used, the rear fire door in the kitchen must be unlocked using the key provided (and locked at the end of the letting).

USE OF PROJECTOR

By prior arrangement at time of booking £20.00 per let

USE OF STAGE

By prior arrangement at time of booking £20.00 per let

It is the hirer's responsibility to ensure that adequate insurance and risk assessments are in place for any additional equipment that is used by the hirer and not owned by the Church Centre.

LARGE ONE-OFF EVENTS (OVER 50 PEOPLE)

A deposit of £125 will be charged (and refunded to the Hirer within 28 days), providing no damage or loss has occurred or complaints received from local residents.

SETTING UP AND CLEARING AWAY

Hirers must include time to set up and clear away within their booked times.

If a hirer wants the tables and chairs set up or cleared away after an event, then additional charges will apply. Setting up charge £30.00. Clearing away charge £30.00. This to be by prior arrangement at the time of booking.

**** All waste created during the event must be taken away by the Hirer and not left on the premises ****

INVOICING

Bookings will be approved and invoiced at the same time. Invoices must be paid within 7 days of receipt to secure the booking. Please follow the payment instructions on the invoice. Invoices for regular hirers will be generated monthly and need to be paid within 7 days.

CANCELLATION CHARGES

Regular Bookings

If a booking is cancelled less than 48 hours before the booked start time, there will be a cancellation charge of 50% of the booking fee.

Large Events

If a booking is cancelled more than 28 days before the hire date, a refund of the hire charge will be made less an administration fee of £10.00.

If a booking is cancelled within 28 days of the hire date, a refund of the hire charge will be made less a cancellation fee of £50.00.

CHURCH CENTRE PREMISES LICENCE

The Church Centre has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. The hirer must confirm if any licensable activities will take place at the event for which the Centre has been hired.

Activity	The hall is licensed for	Times for which the activity is licensed
(a) The performance of plays	No	None
(b) The exhibition of films	No	None
(c) Indoor sporting events	No	None
(d) Boxing or wrestling entertainment	No	None
(e) The performance of live music	Yes	Monday to Friday Finish by 23.59
(f) The playing of recorded music	Yes	
(g) The performance of dance	Yes	Saturdays Finish by 23.45
(h) Making music	Yes	
(i) Dancing	Yes	Not available on Sundays
(j) Entertainment similar to those activities in (e) - (i) above	Yes	
(k) The provision of hot food/drink after 23.00hrs	No	None
(l) The sale of alcohol	No	None

TEMPORARY EVENT NOTICE (TEN) – Sale of alcohol

A TEN must be applied for via North Somerset Council for the sale of alcohol at any time during the hire period.

A copy of the approved TEN must be submitted to the Benefice Administrator prior to the event.

Please note Special Conditions of Hire apply to all events at which regulated entertainment permitted by the Premises Licence and/ or the sale of alcohol takes place. This document can be found on our booking website.

KEY COLLECTION AND RETURN

The Hirer will be required to collect a set of keys prior to the event from the Benefice Administrator.

The Hirer is responsible for leaving the Church Centre and surrounding area in a clean and tidy condition and properly locked and secured. At the end of the hire, the Hire Checklist must be completed by the Hirer and, along with the keys, deposited in the letterbox by the main entrance.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not have access before or after the hire period. If outside contractors are used, then a copy of this agreement must be given to them.

EMERGENCIES

There is no public telephone at the hall. Please ensure you have a functioning mobile telephone available in case of emergency. A list of contact numbers to ring in case of difficulty is on the notice board in the entrance hall.

In the event of a fire, the Church Centre should be evacuated in an orderly manner using the appropriate emergency fire exits, and the Fire Brigade called by dialling 999. In the event of other emergencies (gas leak or power failure) the Church Centre should be evacuated.

The exact location of the emergency fire exits and fire extinguishers must be noted at the commencement of the hire and the manner of opening the fire exit doors should be made known to the attendees (a layout plan is displayed in the entrance hall). All present should be informed of the safety instructions and that assembly for any emergency is on the pavement on the opposite side of the road to the entrance to the front car park and no re-entry is permitted until authorised. The Hirer should check that no one is left in the building.

The Church Centre's First Aid Box and Accident Book are kept in the main hall behind the stage curtain just before the entrance to the kitchen.

Any accident, or incident should be entered into the Church Centre's Accident Book and reported to the Benefice Administrator, as soon as possible.

The following conditions apply to the hiring of the Church Centre – if you need further clarification, please contact the Benefice Administrator. The person making the online booking will be considered as the Hirer and therefore responsible and liable for the Church Centre, its contents, fixtures and fittings and the behaviour of all persons using the premises, including the car park.

HEATING AND LIGHTING

The gas heaters are operated by simple thermostats on the wall close to each heater. *Please do not cover or put any articles (particularly liquids) on the top of the heater guards. Be aware that when operating the heaters the guards get hot.*

In cold weather, if the gas heater(s) have been turned on, the thermostat should be lowered to 10°C before leaving.

KITCHEN WATER HEATER

The water heater is left on permanently for hall users and the dial MUST NOT be adjusted.

CLEANING MATERIALS

Cleaning materials can be found in the cupboard as marked in the rear room and under the right-hand sink in the kitchen.

SOUND AND LOOP SYSTEM

Please note there is a loop system in the hall for the benefit of the hard of hearing. This is automatically switched on when the sound system is used.

The Benefice Administrator will advise regarding the use of the sound equipment if required.

FAULTS OR DAMAGE

Please report any faults, breakages or damage to the hall or its contents to the Benefice Administrator as soon as possible so that they can be rectified quickly. The hirer will be expected to pay for any damage to the premises, contents, fixtures or fittings.

SAFEGUARDING DECLARATION
(For bookings involving Children, Young Persons under 18 years of age and Vulnerable Adults)
The Hirer must agree to abide by the Safeguarding Provisions for Hirers of Church Premises, the Parish Safeguarding Policy, Procedures, and Code of Practice. Copies of these are available on the booking website and on the noticeboard in the Church Centre. Hirers must understand that this Hiring Agreement is conditional on them keeping to these procedures and that this agreement can be terminated if they fail to comply with them. If requested they must show evidence of their compliance to the Benefice Administrator, Incumbent or Parish Safeguarding Officer. If safeguarding action has been necessary they must inform the Parish Safeguarding Officer.

In addition, the following conditions must be adhered to at all times:

- The Church Centre is a ‘No Smoking’ and ‘No Vaping’ zone
- The use of lasers or strobes during any hire is not permitted
- Noise must be kept to a level so as not to disturb local residents. All loud noise must terminate by 23:00 hours
- Vehicles parked in the Church Centre car park are at the vehicle owners’ risk
- Number of attendees should not exceed 120 seated or 155 standing during the hire period
- Drunk and/or disorderly behaviour will not be tolerated either on the premises or in the near vicinity
- No illegal drugs may be brought onto the premises
- Except for assistance dogs, no animals, birds or insects can be brought into the premises without prior agreement by the Parochial Church Council
- Nothing should be adhered to the walls, floors, doors, ceilings, fixtures or fittings
- The Hirer must not sub-hire the premises or use it for any unlawful purpose or bring anything into the premises that may cause harm to the premises or those within it
- No naked flames or highly flammable products can be brought into the Church Centre
- Any electrical appliances brought into the Church Centre should be in good working order and used safely so as not to overload or damage the electricity supply, wiring or sockets
- The Church Centre is insured under the Parochial Church Council’s Parishguard Policy. *The Parochial Church Council is not liable should an incident occur during the hire period as a result of the Hirer using external equipment not provided by the Church Centre.*

I, the Hirer agree to comply with all the conditions listed above and that failure to comply with these conditions during the hire period will result in the fee and deposit being retained.

Signed:

Print name: Date:

**** PLEASE FORWARD A SIGNED COPY OF THIS HIRE AGREEMENT TO THE BENEFICE ADMINISTRATOR PRIOR TO YOUR EVENT**