



St Botolph's Church – Saxilby



CHURCH HALL

Church Lane, Saxilby, LN1 2PE

.....

SAXILBY CHURCH HALL - APPLICATION TO HIRE

PLEASE NOTE: For a one-off function, the booking can only be accepted once the completed form and payment have been received. This must be at least 7 days prior to the function date.

Name of Hirer/Organisation:

Address:

.....

Tel. No: **Mobile No:**

E-mail address:

Date(s) of function:

Type of function: a. Regular group booking b. Private social event c. Other (.....)
(please circle)

Time Hall required: From: To:.....

(PLEASE NOTE: this is to be the total time, inclusive of all setting up and clearing up time)

Number expected to attend:

(Please see occupancy limits in CONDITIONS OF HIRE below)

I wish to hire the above hall for the purpose(s) and period(s) mentioned above and agree to pay the charge rate of £6.00 per hour: **TOTAL sum of £_____ per function**

Payment arrangements: a. cash b. cheque c. other (please state)_____

(please circle)

[Please Note: All cheques to be made payable to 'Saxilby PCC']

I confirm that I have read and understood the CONDITIONS OF HIRE listed overleaf and agree to comply with them.

Signature of Hirer: _____

Date: _____

[PLEASE SUBMIT THIS COMPLETED FORM TO MRS COLLEEN TURNER – Booking Secretary]

SAXILBY CHURCH HALL CONDITIONS OF HIRE

1. INSURANCE requirements:

a. ALL groups/organisations not affiliated to Saxilby Parochial Church Council (PCC), hiring the hall on a regular basis need to carry their own **Public Liability Insurance** with an indemnity level matching the Hall Insurance of £5m for any one occurrence.

(please provide copy on request)

b. Any individual hiring the hall for a private social event on no more than three occasions each year is covered by the Hall Insurance. However, **Public Liability Insurance will be required** if this number of occasions is exceeded.

(if applicable, please provide copy on request)

Also, whenever outside caterers are involved or where bouncy castles, other inflatables, sporting activities or fireworks are involved, the private hirer needs to ensure Public Liability Insurance is in place with an indemnity level matching the Hall Insurance for private hirers of £5m for any one occurrence.

(please provide copy on request)

PLEASE NOTE:- Public Liability insurance is a necessary requirement, to cover you if someone in your care, or a member of the public, suffers an injury, or for damage to a third party's property

2. SAFEGUARDING POLICY: Please be aware that Saxilby Parochial Church Council (PCC) has a Policy with Procedures to protect children, young people and vulnerable adults, in accordance with the Church of England's Child Protection Policy
(See Lincoln Diocesan website for full details).

The VULNERABLE PERSONS POLICY STATEMENT for the Church Hall and the PCC'S Commitment to Good Practice is on display in the Hall.

(A copy can be provided to hirers on request)

Individual Hirers to make sure this policy is followed

Organisations to have their own policies for Child Protection & Vulnerable Adults.

(please provide copy on request)

3. EQUAL OPPORTUNITIES POLICY: This policy to ensure that all people are treated with dignity and respect, free of abuse intimidation or discrimination. All hirers please be aware of this policy and follow the stated Code of Conduct as displayed in the Hall
(Full copies available on request)

4. ENVIRONMENTAL POLICY: This policy to protect and actively promote improvements to the local environment. All hirers please be aware of this policy and support the stated aims, as displayed in the Hall.
(Full copies available on request)

5. OCCUPANCY: Please keep within the following occupancy limits: Main Hall: 75 persons
Back Room: 15 persons

6. OCCASIONAL CHURCH PRIORITY USE: There may be the odd occasion when the PCC requires the hall to deliver church business and it reserves the right to cancel any pre-booked activity in the hall on such occasions.

7. **The PCC reserves the right** to refuse any application for the hire. With regard to commercial bookings the PCC reserves the right to make enquiries into the standing of firms/persons requesting a hiring.

8. **No sub-letting** of hiring is permitted.

9. **No copyright work should be performed** in the Hall without the consent of the copyright owner. The PCC will not be liable for any claims, demands, actions and proceedings arising out of any infringement of copyright or the unauthorised playing or use of any recording apparatus occurring during the hiring.

10. GOOD HOUSEKEEPING & BEHAVIOUR:

a. Please make sure the Hall is left clear, clean and tidy after each function

b. PLEASE, no decorations to be attached to the fabric of the building or extra lighting installed without the consent of the PCC.

c. Please be aware, the hirer is responsible (and will be recharged) for any damage to the premises, furniture and fittings. The hirer may be recharged for any additional cleaning due to misuse of the premises.

d. During the hiring, any movement of the tables, chairs etc. is the responsibility of the hirer.

e. The hirer shall not permit any drunken or disorderly person to remain in the Hall or allow any person to create excessive noise in the Hall or its grounds and will make arrangements for them to be escorted off the premises.

f. All hirers please vacate the premises by the time specified on the Application to Hire form, otherwise extra costs may be incurred.

9. ARRANGEMENTS FOR ACCESS: To be made through the Booking Secretary Mrs Colleen Turner tel. no. 01522 702174

.....

PLEASE NOTE: Any queries regarding these conditions of hire to be addressed to Saxilby PCC, through the Bookings Secretary or one of the churchwardens (David Turner (01522 702174) - Barbara Peck (01522 703640))

Saxilby Parochial Church Council (PCC) – 11 Jan 2016