

**ST PETERS CHURCH, CHURCH HALL AND SIMON PETER CENTRE  
HALL/ROOM BOOKING FORM**

**HIRE DATE AND TIME:**

**ROOM:**

**NAME:**

**ORGANISATION:**

**EMAIL:**

**PHONE:**

**AGREED HIRE FEE:**

**DECLARATION**

**I agree to the terms and conditions of hire.**

**I agree to abide by all appropriate safeguarding procedures.**

**I confirm that I have adequate liability insurance in place.**

**I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.**

**Signed**

**Date**

## TERMS AND CONDITIONS OF HIRE

### 1. **BOOKING**

- All booking applications must be in writing on the booking form provided. The person signing the form will be considered the Hirer.
- Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly liable with the person who signs the form.
- All bookings will be through the Hub office at the Simon Peter Centre and are at the discretion of the Rector, Church Wardens and Verger.
- Please remember to consider and include set up and clearing up times for your event as there may be users prior to and/or after your event who require access within set timescales.
- Your attention is drawn to your responsibilities to provide and maintain a COVID-19 secure environment.
- Hire rate and payment arrangements will be agreed at the time of hire.

### 2. **CANCELLATION**

- St Peter's Church Woolton PCC reserves the right to cancel this hiring in which case the Hirer shall be entitled to a refund of any payment/deposit already paid.
- In the case of cancellation by the Hirer two weeks prior to the booked event date, a full refund of payment and deposit will be returned less a £10.00 handling fee.
- Cancellations less than two weeks – room/hall hire payment is non-refundable.

### 3. **DEPOSIT**

#### **Unless otherwise agreed, the following shall apply**

- The Hirer will pay a deposit of half the amount of the hire cost or minimum of £40.00 at the time of booking, unless otherwise agreed
- This will be returned in full or in part dependant on any incurred costs as stated below, within one week of the event.
- Deposit sums will be withheld to meet incurred costs including
  - o Hire fees equivalent to event over running at a rate of £20.00 per hour or part thereof
  - o Cost of rectifying damage arising during the hiring.
  - o Cost of covering cleaning if premises are left untidy, furniture not replaced as found, room, kitchen and toilet etc. This will be charged at a rate of £10.00 per hour or part thereof
  - o Removal of rubbish at a rate of £10.00 per hour or part thereof.

### 4. **KEYS**

#### **You will be responsible for opening and securing the building as part of your hire**

- Keys may be collected from the Hub Office at the Simon Peter Centre by arrangement in advance of the booking date.
- Keys must be returned immediately after the end of the hiring as agreed.
- Please contact the Simon Peter Centre between 9.00am and 1.00pm Monday to Friday to make arrangements. Tel: 0151 428 6810.
- If you lose keys, please inform the Hub office at the Simon Peter Centre or the agreed contact immediately so arrangements can be made to secure the building. You may be asked to pay for a replacement set.

5. **ACCESS**

- You may only use the Hall/rooms on the date and time that you are booked in.
- If you require access at any other date or time please contact the Hub office at the Simon Peter Centre.
- Please report to your designated contact if the hall is not clean and tidy when you arrive.
- The Hirer shall allow any duly authorised officer of St Peter's Woolton PCC access to the premises or any part thereof at all times during the hiring.

6. **PARKING**

- The hire of the premises does not include the use of parking facilities. We strongly recommend that unnecessary vehicles are removed from the courtyard before your event starts in the interests of safety for all those attending.
- Please note that the double yellow lines and bus stops on Church Road are regularly attended by Parking Enforcement Officers, and inconsiderate parking that causes problems for our neighbours should be avoided wherever possible.
- St Peter's Church Woolton PCC reserves the right to ask for any cars related to this hiring to be removed or prevented from parking on site due to concurrent or overlapping activities on site.

7. **SUPERVISION AND RESPONSIBILITY**

- The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity.

8. **FACILITIES**

- The use of any of the rooms allows use of tables and chairs and kitchen. The cooker and oven must not be used as this is currently not in full working order so please do not use
- There is no sound system or audio visual equipment available for hire.
- The heating is set by the Rector, Church Wardens and Verger. Do not alter any settings on the control panels/radiators. If you need the setting changed please contact the Hub Office at the Simon Peter Centre or your designated contact.
- No property belonging to the church can be removed from the premises without first seeking permission from the Hub office at the Simon Peter Centre

9. **SAFEGUARDING**

- In the event that the hiring involves the attendance of children, young persons under the age of 18 and/or vulnerable adults at the premises, the Hirer will take full responsibility to place an appropriate Safeguarding Child and Vulnerable Adults Protection Procedure.
- The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it.
- The Hirer confirms that, when necessary under the terms of the Child and Vulnerable Adults Protection Procedure, appropriate Disclosure and Barring Service checks will be carried out in respect of persons involved with children, young people and vulnerable adults on the premises during the course of the hiring.
- This section should be read in conjunction with the Safeguarding Appendix and Declaration

10. **EXCLUSIONS**

- The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.

11. **ALCOHOL**

- These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.

12. **NO SMOKING**

- The entire premises and grounds are a No Smoking Zone.

13. **MUSIC**

- The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music.
- Any Hirer who intends to play music or have a live band agrees to inform St Peter's Woolton PCC in writing at the time of booking.
- The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed.
- The Hirer agrees in any event to terminate all loud noise on the premises at 10.30pm and to end the event at 11.00pm

14. **PUBLIC SAFETY including COVID-19 SECURE ARRANGEMENTS**

- The Hirer will carry appropriate public liability insurances as part of their personal or organisation's arrangements or their own home insurances and will confirm this by means of a Declaration.
- The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment
- The Hirer will ensure compliance with all hygiene and social distancing requirements which may be in operation at the time of Hire. It will be the Hirer's responsibility to actively manage all such requirements and to provide evidence of doing so. The Hirer takes responsibility for the supply of all materials, including appropriate cleaning products in order to ensure a COVID-19 secure environment.
- The Hirer shall comply that the event shall not involve the infringement of any copyrights or performing rights.
- Electrical items brought onto site must be PAT tested in accordance with St Peter's Health and Safety Policy

15. **BUILDING CAPACITY**

- The following capacity must not be exceeded
  - Church Hall – 150 people
- Where the purpose for which the premises are hired includes dancing, the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the application form.

16. **EMERGENCIES**
- In anticipation of an emergency it is the Hirer's responsibility to ensure that they know the location of first aid kits, and the nearest hospital.
  - Fire exits are marked and must not be blocked
17. **ACCIDENTS OR NEAR MISSES**
- Any accidents or near misses however small must be recorded on an accident form as provided in your welcome pack.
  - Completed forms must be returned in a sealed envelope with the keys or handed to your designated contact.
18. **FIRST AID KIT**
- First Aid kits are located in the following areas
  - Church Hall – Kitchen
19. **DAMAGE**
- The Hirer shall indemnify St Peter's Church Woolton PCC for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
  - All problems and breakages incurred by the hirer must be reported.
  - Please do not fix items to the walls or woodwork. Please do not use sticky tape, blutak etc to attach signs, pictures, balloons etc
20. **FIXTURES ON PREMISES**
- The Hirer shall not interfere in any way with electricity or gas fittings, meter fittings or fixtures on the premises.
21. **ELECTRICITY USAGE**
- It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, or other equipment.
22. **INSURANCE**
- The Hirer acknowledges that the loss of any items left unattended is not covered by St Peter's Church Woolton PCC insurance cover.
  - The hiring and use of bouncy castles or other large inflatables is not allowed
  -
23. **REGULAR BOOKINGS**
- Even if the Hirer has a regular booking for the hire of the premises St Peter's Church Woolton PCC reserves the right to renew, vary or cancel any such regular arrangements.
  - This right will not be unreasonably enforced.
24. **SUITABILITY**
- In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired St Peter's Woolton PCC shall not be liable to the Hirer for any resulting loss or damage whatsoever.

25

#### **COVID-19 SECURE ARRANGEMENTS and CLEANING**

- Users and Hirers of this facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector. The Hirer is recommended to seek advice from the variety of GOV.UK and HSE publications applicable at the time of Hire.
- St Peter's PCC does not undertake to provide a COVID-19 secure environment at the point of Hire. It will be the Hirer's responsibility to ensure that the facility and equipment is managed appropriately including ensuring that sufficient cleaning activity takes place in order to provide a COVID-19 secure environment at the commencement of the Hire period and throughout. Depending on the activity taking place, the Hirer will be responsible for implementing a cleaning regime that is sufficient in terms of scope and frequency – with particular attention being given to WCs and frequently touched surfaces.
- The Hirer takes responsibility for the supply of all materials, including appropriate cleaning products in order to provide and ensure a COVID-19 secure environment.

26

#### **COMPLETION OF HIRE**

- At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of St Peter's Church Woolton PCC and any contents temporarily removed from their usual positions properly replaced.
- Should this not be complied with St Peter's Church Woolton PCC reserves the right to make an additional charge, which may be deducted from the deposit paid as stated in section 3.
- No food may be left on the premises.
- Please make sure all toilets are clean and have been vacated and all exits secured.
- Please ensure all lights are switched off.
- All rubbish must be taken with you off the premises as there are no waste bin facilities on site.
- A 'Completion of Hire' form should be completed and posted into the Simon Peter Centre

## **SAFEGUARDING APPENDIX TO THE AGREEMENT**

**The Parochial Church Council of St Peter', Woolton, Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults.**

**A copy of this Policy can be found on our webpages together with other important information**

<https://www.stpeters-woolton.org.uk/safeguarding/>

**Please take time to read this policy and guidance information as your booking agreement is conditional upon you complying with our Policy, unless you already have an equivalent policy of your own.**

**In summary, 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.**

**You are advised to check your organisation or home insurance and confirm this in your declaration overleaf.**

### **In particular this means that:**

- you will comply with the published good practice guide with children and young people or vulnerable adults unless you already have an equivalent (see our webpages as previously advised);
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one. you agree to 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 Peter's, Woolton:**

**E-mail: [safeguarding@stpeters-woolton.org.uk](mailto:safeguarding@stpeters-woolton.org.uk) Phone: 0151 428 6810**

## Hall Hire at St Peter's Church, Woolton

Invoice/Receipt

Standard Fees

Additional items

**Total**

Payment can be by

- Cash
- Cheque payable to "St Peter's Church, Woolton"
- Bank transfer

*To pay by bank transfer our bank details are:*

*PCC ST PETER WOOLTON GENERAL ACCOUNT*

*SORT: 20-50-82*

*ACC: 10695076*

*(please advise us when the transfer is complete)*

**Many thanks on behalf of the St Peter's Team.**



## COMPLETION OF HIRE

### HEALTH AND SAFETY

Were there any accidents or near-miss incidents during your hire? YES / NO

If YES, please explain what happened (we may contact you for more information)

### SAFEGUARDING

Were there any safeguarding incidents or concerns during your hire? YES / NO

If YES, please explain what happened (we may contact you for more information)

### COVID-19 SECURITY

Were all current restrictions and guidelines followed for the duration of your hire? YES / NO

If NO, please explain

### ADDITIONAL COMMENTS

Your feedback is very welcome

Signed:

Date: