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| **Church Centre**  **Booking form, Hire rates & T&C’s** |

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| **Name Organisation:** |  |
| **Name Contact:** |  |
| **Address:**  **Post code:** |  |
| **Telephone Home:**  **Telephone Mobile:** |  |
| **Email:** |  |
| **What is the Hire for?:** |  |
| **Date(s) requested:** |  |
| **Time(s) requested:** |  |
| **Number of Week(s) required:** |  |
| **Frequency:**  **Week(y) – Month(y) -etc** |  |
| **Dates Required:**  **Please specify.** |  |
| **Dates NOT required:**  **Please specify.**  **Multi users only.** |  |
| **Number expected attendees:**  **(Max 60 seated OR 80 standing)** |  |
| **Risk Assessment:**  **(This is only necessary for multiple bookings).** |  |
| **Third party Insurance**  **(This is only necessary for multiple bookings).** | Yes No |
| **Insurance Company Name:**  **(This is only necessary for multiple bookings).** |  |
| **Policy Number:**  **(This is only necessary for multiple bookings).** |  |

**Tariffs & charges**

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| **Hire Charge Business:** | **£20 per hour and part thereof.** |
| **Hire for parties:**  **Children 0-13yrs.** | **£60 for 3 hours inclusive of set up and take down. Extra time £20 per hour or part thereof. Minimum hire 3 hours.**  **Deposit required.** |
| **Hire for Parties:**  **Adults: 18 years & over** | **£60 per for 3 hours inclusive of set up and take down. Extra time £20 per hour or part thereof. Minimum hire 3 hours.**  **Deposit required** |
| **Deposits: Children’s events. 0-13yrs.** | **£50** |
| **Deposits: Adults: 18 years and over.** | **£100** |
| **Caretaker: One off events only.** | **£15 for locking & unlocking only. Hirers are responsible for set up and take down and tidying up.** |

**Terms & Conditions**

**Cancelling booked sessions:**

* Cancelling with less than four (4) full weeks prior to each cancelled session is charged at the full rate.
* Any cancellation between eight (8) to four (4) full weeks prior to each session is charged at 50% of the session fee.
* Any cancellation greater than eight (8) weeks is not charged as we have the opportunity to relet the session.
* For one off bookings payment must be received at least eight (8) weeks before the booking or, if the booking is made less than eight (8) weeks before the hire date, payment must be received at the time the booking form is submitted. Any booking for which payment is not received eight (8) weeks before the booking will be deemed to have been cancelled.

**Discounts:**

Organisations making multiple bookings can qualify for the following discounts.

* Clients booking over 6 sessions receive a discount of 5%.
* Clients booking 12 or more sessions receive a discount of 10%.

**Centre:**

* All bookings subject to Centre availability, and receipt of signed and completed Booking form.
* Children’s events require two cheques one for hire fee and one for deposit.
* We do not have a licence for public music. Hirers must make their own licence arrangements.
* All multi frequency hirers must have and **provide a copy of their Third Party** Insurance.
* All multi frequency hirers must have and provide a copy of the Centre specific Risk assessment.
* Please sign in and out using the book near located near the entrance door.
* Record any defects/breakages in the defect book located near the entrance door.
* Please return tables and chairs neatly to storage. (Tables are stacked on the trolly in the hall and please secure thew straps and wheel brake. Blue chairs in the lobby. Red chairs in the hall cupboard. Grey chairs in the carpeted area).
* Leave the hall clean and tidy for the next occupant (A vacuum cleaner is kept in the lobby outside the toilets. Dustpan, brush, mop, bucket, cleaning cloths can be found in the kitchen.
* All rubbish to be taken home.
* Switch off the water heater in the kitchen, if used. (Located on the left wall in the kitchen.
* Check all taps are off.
* Check all toilets have been flushed and no toilet tissue or paper towels have been left on the floor.
* Check all lights have been switched off except automatic sensor light in the toilets
* Check you have all your belongings with you.
* Check all doors are locked including disabled-access door.

**Health & Safety:**

* It is the responsibility of all users to have relevant Health & Safety documentation that apply to their activities.
* ALL injuries, however caused, within the centre must be brought to the attention of the Parish Administrator as soon as possible. Full details should also be recorded in the hirer’s own accident book.
* All staff and volunteers working with children must have the required DBS certificates.
* Organisations working with children must have the correct number of certified supervisors.

**A mobile defibrillator is located on the wall by the entrance door.**

**Fire Escape Routes:**

There are a number of escape doors.

* Main Entrance - To remain unlocked when the centre is in use.
* Rear Corridor – Push bar to escape only in an emergency – door alarmed.
* Kitchen door – to be left open and unbolted when the kitchen is in use.
* Hall to exterior door (to cottage porch) – easily opened from inside.

**Fire extinguishers are located at various points around the building**.

**Call emergency services to:**

**St John’s Church Centre, Church Road, Woodley. RG5 4QN**

**Assembly point: I car park by entrance to road.**

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| I hereby confirm that I have fully read, understood and agree to abide by the Terms & Conditions set out in this document in respect of the hire of the St. John’s Centre, and accept the charges that will be incurred as a result. I also accept that if, following the hire and use of the centre, it is found to be in a less than satisfactory condition and/or cleanliness after use, and/or if any of the centre’s contents are damaged or missing, part or all of any deposit payment made may not be refunded as a result, and further charges could be incurred. | |
| **For one off use we require the whole rental charge to be paid by cheque with an additional cheque for the deposit which will be returned following the session, if the centre is restored to good order after use.**  **Cheques payable to “St John’s PCC”.** | |
| **Preferably payment for multi use hirers should be made by bank transfer: Our bank details are:-** | |
| **Account name: Woodley PCC – St John’s.**  **Sort code: 40 – 52 – 40.**  **Account number: 00010303.**  Reference. Please use your surname and invoice number.  Example. **Smith 2021 - 001** | |
| **Signed:** | **Date:** |
| **Print name:** |  |