

PAROCIAL CHURCH COUNCIL OF ST MARY THE VIRGIN GOLDINGTON
APPLICATION FOR HIRE OF GOLDINGTON CHURCH HALL
Reg Charity No. 1131568

Please circle which hall/s you wish to hire **LARGE HALL** **SMALL HALL**

NAME OF APPLICANT

Address:

Post Code

Contact telephone No

ORGANISATION:

Name of Responsible person in Attendance.....

Contact number of responsible person 07

DATE REQUIRED:

TIME: FROM TO

PURPOSE OF HIRE:

Approx. NUMBER OF PEOPLE ATTENDING: (note only 25 parking spaces)

CATERER (if applicable):

LICENSE FOR THE SALE OF ALCOHOL Yes / No

Public Insurance liability Yes / No

Pat testing certificate for all equipment Yes / No

HIRE CHARGE: £..... CHEQUE/CASH + £100.00 Retention CHEQUE

I/We accept and agree to comply with the attached conditions of hire for the use of Goldington Church Hall

DATE: SIGNED:

Name of Signatory

The PCC of St Mary the Virgin, Goldington Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. Policy can be read at [WEBSITE](#) or you can ask for a hard copy. **Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own** [best practice guides](#) for safeguarding can be found here.

I have read and accept and agree to the safeguarding requirements of the Hall **Yes / No**

I/we have our own safeguarding policy and supply a copy to the hall manager **Yes / No**

Safeguarding Policy **Own Policy / Church Policy** (please circle one used)

DATE: SIGNED:

Name of Signature

COMPLETE AND SEND with fee & Retention Cheque to The Hall Manager:

SAFEGUARDING For ALL Hirers

The Parochial Church Council of St. Mary the Virgin, Goldington, Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

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.

In particular this means that for organisations hiring the hall:

- you will comply with the Safeguarding Policy for children and young people or vulnerable adults unless you already have an equivalent; Policy can be read/download from [Church Website](#).
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the [current parish policy](#); [best practice guides](#)
- 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 Mary the Virgin Church is: Cathy Sanderson

E-mail:cathy.sanderson@hotmail.co.uk Tel. No: 01234 346889 or 07870 6796999

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Designation

Organisation Date

Please sign two copies, one to be retained by the church, and one by the organisation

PAROCHIAL CHURCH COUNCIL (PCC) OF ST MARY THE VIRGIN GOLDINGTON
Reg Charity No. 1131568
CONDITIONS OF USE OF THE CHURCH HALL ~ LARGE or SMALL

1. An application to use the hall shall be made on an application form supplied by the Hall Manager or downloaded from the website.
2. The application must be accompanied by the hire charge agreed with the Hall Manager. A deposit of £100 **WILL** be requested by the hall manager to cover any failings to comply with the conditions of hire of the premises.
3. The hall is not available for hire on Good Friday, Easter Sunday, Christmas Eve, Christmas Day or Boxing Day or Sundays after 5pm.
4. The Parochial Church Council (PCC) and the Hall Manager reserve the right to refuse any application to use the church hall and shall not be required to give grounds for such refusals.
5. The PCC does not accept liability for any loss, damage or injury to persons or property unless caused by an act or omission of the PCC or any person acting for it and the person hiring the hall (the hirer) shall indemnify the PCC, Vicar and Church Wardens of St Mary's Goldington against any claim whatsoever.
6. The hirer shall not carry out or permit to be carried out any alterations or adaptations of any electrical installation in the hall. Nor shall the hirer affix or permit to be affixed any bill, poster or advertisement or any other matter to any part of the hall without the consent of the Hall Manager.
7. The hirer shall not introduce or allow to be introduced any furniture or equipment without the prior consent of the Hall Manager and any items permitted shall be removed by the end of the period of hire
8. The hirer must prove to the Hall Manager that all electrical equipment used in the hall has been PAT tested.
9. Bouncy Castles may be used in the hall or paddock provided that owner of the equipment has adequate public liability insurance.
10. The hirer shall observe all the conditions and restrictions contained in the PREMISES LICENCE which is displayed in the hall foyer.
11. The Church Hall is insured for a maximum of 150 people. Up to 100 people can be seated on chairs.
12. The hall is subject to a noise abatement order served on us by the Council. **The hirer shall not permit the use of amplified music exceeding the sounds cut-out system in the hall. The sound cut out when triggered will cut power to the hall user.** An amber and red light are warnings that the sound level is approaching the cut off point. The main door should be kept closed when music is being played.
13. **Should complaints be received about noise or the hirer break the NOISE ABATEMENT order this could result in a serious fine** for the hirer.
14. The Premises Licence does not permit the sale of alcoholic beverages. If the hirer wants to sell alcoholic drinks the hirer must obtain a licence to do so from the Council. A copy of the licence must be given to the Hall Manager **prior to the event.** Hirers may pour alcoholic drinks for their guests on the premises provided no charge is raised.
15. The hirer shall not admit or allow any persons under the influence of drink or drugs to remain in the hall.

16. The hirer will ensure that the hall is left clean and tidy and all tables and chairs are stacked in the correct allotted places. A plan is displayed in the hall foyer. Failure to do so may incur additional charges.
17. The period of hire shall include all time required for setting up and clearing away.
18. The hirer must observe and carry out all fire instructions displayed in the hall foyer. Hirers must also make themselves aware of fire exits and the location of fire extinguishers.
19. Payment for hiring the hall can be made in cash or by cheque payable to Goldington PCC. We do not offer debit or credit card payment facilities.
20. Please make every effort to recycle your waste properly. Clearly marked bins are located in the kitchen and grey and orange top wheelie bins are available in the bin storage area outside the kitchen door.
21. The hirer will ensure that they have Public Liability Insurance in place to cover the persons engaging in their activity and that the hall itself, particularly the floor covering, is fit for the purposes of their activity.
- 22. The hirer shall ensure that cars are not parked on the footpaths and that the vehicular access to the side of the hall is kept clear at all times. Overflow parking is possible on the left side of the access road to the car park as shown on the map below.**
- 23. The hirer shall not permit the carpark to be used as an overflow for the hall hire as it is also an access road in constant use.**
- 24. The hirer shall ensure that guests leaving the premises is do so QUIETLY and respect the neighbours and church where services may be being held.**
- 25. SMOKING is not permitted within the hall or Foyer at any time.**
- 26. The hirer shall comply with the PCC's safeguarding policy (normally for private hire) or supply a copy of their own policy (normally for organisations)**
- 27. The small hall and large hall can be hired separately. For exclusive use of the building please book both halls. Please be considerate of other hall users when only booking part of the hall.**
- 28. PLEASE CONSIDER THE ENVIRONMENT WHEN ADJUSTING THE HEAT SETTING FOR THE ROOM/s.**
- 29. PLEASE CONSIDER THE ENVIRONMENT WHEN SELECTING WHAT LIGHTS TO USE.**

CHEQUES SHOULD BE
MADE PAYABLE TO
'GOLDINGTON P.C.C'.

Contact Details

MR G SOWERBY
54, AYLESBURY ROAD,
BEDFORD MKk41 9RD
(01234) 403411
geoffsowerby@hotmail.com

**Hirer please keep this
copy for your information**

