

BOOKING FORM ST. JAMES' CHURCH (For Office Use)

Application for Hire of Church Centre

Name of Hirer & Organisation
Address
Post Code
Telephone Number
Nature of Hiring Required
Likely number attending
Date required
Time of Hiring am/pm to am/pm

Facilities Required :- Hire Charges	
<input type="checkbox"/> Hall Number of hours @	£15.00 ph = £
<input type="checkbox"/> Kitchen & crockery for drinks only	£5.00 = £
<input type="checkbox"/> Kitchen for cooking	£25.00 = £
<input type="checkbox"/> Use of crockery & cutlery etc for meals	£15.00 = £
<input type="checkbox"/> Use of dishwasher	£15.00 = £
<input type="checkbox"/> Table clothes (17) inc. laundry	£2.00 = £
<input type="checkbox"/> Table set up fee	£15.00 = £
<input type="checkbox"/> TV/DVD/Video	£10.00 = £
<input type="checkbox"/> Staging	£15.00 = £
<input type="checkbox"/> OHP/Projector	£10.00 = £
Total Payable	

NOTE: It is a condition of this letting that Hire Charges are paid in full to the Church Office, prior to the function. Hiring charges are according to the rates set by the Parochial Church Council. CONDITIONS OF LETTING. THE HIRER shall ensure that the following conditions are adhered to:-

- 1) Collection of keys and their return immediately after letting, unless the organisation is authorised to have its own set of keys to the Centre
- 2) Security of the keys during the letting and that copies are not made, nor codes disclosed
- 3) Ensuring that the heating system including thermostat, are not altered or interfered with
- 4) Smoking is not permitted on the premises at any time
- 5) Sale of alcohol is not permitted and may only be provided with prior permission of the Centre Management. NO CANDLES permitted
- 6) Ensuring that the building and its contents are in no way misused or abused. Nothing should be fixed to the walls or doors using drawing pins, sellotape, blue tack, masking tape etc.,
- 7) The hirer may not put up fixtures, make alterations or introduce any equipment without permission of the Centre Management
- 8) Ball games are not permitted in the Hall, apart from table games and those using indoor soft balls
- 9) Reporting any breakages or damages which occur during the letting to a member of the Centre Committee or the Church Office immediately after the hiring. The Hirer and Organisation making the booking will be financially responsible for any such damage
- 10) Leaving the premises, (halls, kitchen, toilets, furniture and equipment), clean and tidy
- 11) Checking all lights, water and gas taps and any electrical

appliances, including the amplification system, are turned off before leaving the premises

- 12) Securing all windows and doors and locking the building on leaving
- 13) Removing all rubbish from the premises, using the refuse bin provided in the back yard
- 14) Recording any accidents in the Accident Report Book provided, including a note of any items used from the First Aid Box
- 15) Arranging suitable insurance cover for their activities as necessary
- 16) Observing all relevant Food, Health & Hygiene legislation and regulations if preparing and serving food
- 17) Complying with The Children Act 1989 for activities for children under eight years of age
- 18) PARKING AVAILABLE ONLY FOR THOSE WITH MOBILITY DIFFICULTIES

I/We undertake to observe the Conditions of Letting listed above, to pay the appropriate hire charges and accept liability for any damages or breakages occurring during the hiring.

Signed

Date

Please return this form, duly completed, to The Church Centre Lettings Officer, By Email, (See CONTACT US), POST or By Hand to: **The Church Office, Thames St., Poole BH15 1JN**

Office hours Tue-Fri, 9.15am to 1pm. If the proposed booking space is available and the acceptable, a Confirmation of Booking Form will be forwarded to the applicant. PLEASE see NOTE above regarding payment in advance.

IDEAL FOR PARTIES, MEETINGS, ASSOCIATIONS, ART GROUPS ETC.