



ST. BARNABAS CHURCH

keeping connected to God - being connected to our world

Parish Office
Rushet Road, Orpington
Kent BR5 2PU
☎ 01689 821353 / 831597
✉ stbarnabas.cray@btinternet.com

AGREEMENT TO HIRE ST. BARNABAS CHURCH HALL

Agreement Between:

St Barnabas Church, Rushet Road, St Paul's Cray, Orpington BR5 2PU (Tel: 01689 821353)
and
Name & address

.....
.....

Telephone & email

.....

Date of hire

___ / ___ / ___

Time of hire

From.....to.....

Terms and conditions of hire:-

THE CHARGE for the hire of the Church Hall is £90 for three hours of usage. An application form is to be filled in and sent or delivered to the Church Administrator. After approval of the application, payment together with a £60 deposit, will be payable. Each further hour, or part thereof, shown on the application will be charged at £15 per hour. Should the hire include the lounge area, a further charge of £10 per hour will apply. Note the approval of the application to hire of these facilities is totally at the discretion of St Barnabas Church.

THE DEPOSIT will be returned in full provided that there is no damage done to the property, the hall, kitchen and toilets are left clean and tidy and the facility is totally vacated no more than one half hour after the allotted time. Should there be damage done to the premises, then the cost of the remedial action to rectify the damage will be deducted as necessary. Likewise, should there be a need for additional work to be undertaken in respect of cleaning and clearing up, the time taken for that work to be carried out and completed, will be charged against the deposit at £15/hr.

If the hall is used beyond the stipulated half hour clearing up period, extra time will be charged at £15 per hour or part hour.

An inspection will be carried out, post function and before you leave the premises, in order to establish if there is a need to make any charge against the deposit for any rectifying work that may require doing. Equally, if the hall is vacated where there is no requirement to undertake any additional or remedial action, the deposit will be returned in full by means of a cheque or cash payment within one week of the hire.

CANCELLATION - Should there be a need to cancel the booking and provided that you notify the church of your decision *a full week prior to the scheduled engagement*, your deposit, together with the charge for the hire of the hall will be returned in full. Conversely, if your notification to cancel the event is conveyed to the Church less than a week from the date of the event/function, you will receive the deposit in full, but only *half* of the monies charged for the hire of the hall.

In the unlikely event that the church has to cancel the booking as much notice as possible will be given and all payments made will be refunded in full.

THE HIRE OF THE HALL INCLUDES - Use of the kitchen, but the Church will not supply/provide food or beverages. Heating will be provided when needed and you will have access to the toilet facilities. The hire of the hall includes the use of chairs and tables. The hire does not include use of the room beyond the folding doors, except by prior agreement at the time of the booking. There will be no access into the Church or the church entrance hall. Access to the lounge area adjacent to the hall is possible, but only by prior agreement made at the time of the booking. It must be stressed that the occupation of this area will require close supervision, as this is the area used by the Church's Pre School children and includes all of the required preschool items and material that must not be disturbed under any circumstances.

Note the facilities (kitchen and toilets) are not provided exclusively and are available for other church related activities that may take place in the other parts of the buildings.

FIRE SAFETY - It is important that you are aware and familiarise yourself with the locations signposted for the fire exit doors. In the event of a fire the priority is people's safety and to this end, you must ensure that all attendees at the event evacuate the premises in an orderly fashion, with minimum delay and assemble on the front lawn of the church and then ensure that all the attendees are accounted. As there is no telephone in the hall, please call the Fire Brigade via a mobile telephone. In the very unlikely event that you cannot make use of a mobile phone to call the Fire Brigade, then you should call in person at the Vicarage. Failing that, a neighbouring residence. Do not re-enter the building to retrieve personal belongings as an afterthought and only do so when the Fire Brigade declares that it is safe to do so.

The Pandemic - In light of the recent pandemic and its associated issues, the Church urges ALL hirers of the hall to exercise due diligence, judgement and a committed sense of responsibility to ensure good practice and governance, in adhering to strict hygiene and safety protocols.

CONDITIONS OF HIRE:-

- I **do** intend to bring alcohol onto the premises
- I **do not** intend to bring alcohol onto the premises
- I have read and agree to the terms and conditions above and overleaf.

Signed

.....

Print name

.....

Date

.....

Two copies of this agreement to be signed. One to be kept by the hirer and the other to be returned to: - St. Barnabas Church Parish Office, Rushet Road, Orpington, BR5 2PU.

The Parish Office is open Tuesday, Thursday and Friday 9.30am - 12.30pm.

CONDITIONS OF HIRE

- No smoking is permitted within the buildings.
- No alcoholic drink is to be brought on to the premises, except by prior agreement with the Vicar or the Churchwardens.
- Where activities for children and/or young people are included, sufficient numbers of adults in positions of responsibility must be present to supervise the areas being used, including the grounds, if children or young people are outside the building for reasons known to the hirer.
- If the event involves children/young people, the hirer is responsible for compliance with St. Barnabas Church's Safeguarding Policy (copy available in the kitchen) and The Protection of Children Act 1999, and any other relevant legislation.
- In keeping with Health and Safety protocols children must at all times be kept out of the kitchen.
- It is the responsibility of the hirer to ensure the protection of any vulnerable adults in attendance on the premises.
- Parking of vehicles at the rear of the hall is permitted. However, the Church takes no responsibility for the safety or otherwise of vehicles and/or their contents, in the car park. If vehicles are parked on the road, please take care not to cause obstruction to road users or to local residents.
- Evening bookings must end by 10.30pm and it is expected that the premises will be clean and vacated by 11.00pm.
- Nothing whatsoever must be stuck on the hall walls, whether with adhesive tape, or Blu-Tack. Decorations may be stuck on windows or doors with Blu-Tack provided it is removed by the organisers after the event. Light weight banners, balloons etc may be tied to the pipework so long as they are at an acceptable height so as not to be inadvertently caught and pulled by personnel and all string etc must be removed at the conclusion of the event.
- All waste/rubbish must be cleared and removed from the premises by the hirer.
- Motor vehicles (other than wheelchairs) must not be driven on to the paths leading to the front of the hall or the church, or on to the lawns in front of the church.
- **Noise** - please be mindful of our neighbours, especially when playing music in the evening. Closing windows and doors can help to contain the sound. Please ensure you have switched off music by 10.00pm.
- **Rubbish** - please ensure that all rubbish is cleared away and taken with you when you leave.
- **Facilities** - please ensure the kitchen and toilets are in a clean and usable condition when you leave.
- Please note that failure to remove all rubbish or leaving the facilities in an unclean condition will result in your deposit being retained to cover additional cleaning costs.