

AGREEMENT TO HIRE ST. BARNABAS CHURCH HALL

Agreement between:

St Barnabas Church, Rushet Road, St Pauls Cray, Orpington BR5 2PU (Tel: 01689 821353)

and (name)

of (address)

Telephone

Date of use

Times

Terms and conditions of hire:-

THE CHARGE will be £90 for up to three hours (plus a £10 surcharge per bouncy castle, if used). Each further hour, or part thereof, will be charged at £15 per hour. In addition a deposit of £60 will be required. **Both amounts (£150.00) to be paid on booking.** Should the hire include the lounge area, a further £10 will be charged.

THE DEPOSIT will be returned in full if there is no damage, if the hall is left clean and tidy and if it is totally vacated no more than 1 hour after the end time shown above. If there is damage, then the cost of the damage will be deducted, or if there needs to be remedial cleaning and clearing work, the time taken for that work will be charged against the deposit at the rate of £20 per hour per worker. Time that the hall is used beyond the 1 hour clear-up period will be charged at £15 per hour or part thereof. Whenever possible an inspection will be made of the premises at the end of the hire time prior to your leaving, and indication will then be given of the likely level of any such charge against the deposit. The amount to be returned will then be returned to you by cheque or cash within one week of the hire. We hope that with the co-operation of hirers of the hall it will normally be possible to return the deposit in full.

CANCELLATION - should you need to cancel your booking, if the cancellation is more than a week before the event date, we will return both the deposit and the charge. If less than a week, then the deposit and half the charge will be returned.

THE HIRE OF THE HALL INCLUDES - use of the kitchen, but not of any food or refreshment supplies, and use of the toilets. Heating will be provided when needed. 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). Also the church and the church entrance hall are not included. There is access to the outside area if agreed when booking. However this area will need to be supervised so none of the preschool items and material are disturbed.

FIRE SAFETY - please take careful note of the various exit doors. Should a fire break out, the priority is people's safety, so only fight the fire with the extinguishers provided if it is safe to do so. If it is necessary to evacuate, assemble your group on the front lawn of the church and ensure all members are accounted for. As there is no phone in the hall, please call the fire brigade via a mobile, or call at the Vicarage or other neighbouring house. Do not re-enter the building until the fire brigade declares that it is safe to do so.

CONDITIONS OF HIRE:-

Please see overleaf for important conditions of hire.

I intend to use bouncy castle(s) I do not intend to use a bouncy castle

I 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

Name (please print)

Date

Two copies of this agreement are to be signed. One to be kept by the hirer and one to be returned to: - St. Barnabas Church Parish Office, Rushet Road, Orpington, BR5 2PU.
The Parish Office is open Tuesday, Wednesday and Friday 9.30am - 12.30pm

CONDITIONS OF HIRE

- No smoking is allowed within the buildings.
- No alcoholic drink is to be brought on to the premises, except by prior agreement with the Vicar or the Churchwardens.
- In the case of activities for children or young people, there must be sufficient numbers of adults in positions of responsibility to police the areas being used, including the grounds if children or young people are outside.
- If the event involves children, 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.
- For safety reasons children must be kept out of the kitchen.
- It is the responsibility of the hirer to ensure the protection of any vulnerable adults using the premises.
- Parking at the rear of the hall should be used, but no responsibility is taken by the Church for vehicles parked there. If vehicles are parked in the road, please take care not to cause obstruction to the road 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 whatever may be stuck on the hall walls, whether with adhesive tape, or Blu-Tack or other adhesive. Decorations may be stuck on windows or doors with Blu-Tack provided it is removed afterwards. Light weight banners, balloons etc may be tied to the pipe-work so long as they are high enough not to be caught and pulled, and so long as all string etc is removed at the end.
- All rubbish is to be 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.