

APPLICATION FOR HIRE OF PREMISES

EVENT / ORGANISATION:-

HIRE DATE/S:-

TIME REQUIRED:- ACCESS FROM: VACATE BY:

(No access will be permitted outside these times except by arrangement.)

CONTACT NAME:-

ADDRESS:-
.....
.....

PHONE NO:-

EMAIL ADDRESS:- (for booking confirmation)

REQUIREMENTS:- (Please indicate)

- HALL (MALCOLM YOUNG ROOM) KITCHEN
 MAIN CHURCH SPACE SMALL LOUNGE
 BRINGING OWN ELECTRICAL EQUIPMENT (please list on reverse)

Church equipment required:-

NAME OF RESPONSIBLE PERSON DURING LETTING:

I agree to observe the Conditions of Hire and to ensure that others will do the same.

I enclose full payment totalling £

DATE:- SIGNED:-

Please make cheques payable to Ascension Church Westdene.

If you would like to pay by bank transfer a/c 65406759 sort code 08-92-99 reference 2115HALLS

REMINDER: No-one will be present to let you in. Please make sure you know the arrangements in advance.

Administration checks: payment received
 confirmation and booking information sent

CONDITIONS OF HIRE OF ASCENSION HALLS

A INFORMATION

A1 Introduction: Ascension Church Westdene ('Church') has a well-appointed complex that is used primarily for activities associated with the Church. However, when available, they may be hired for approved purposes, to members of the local community. The Hall Booking Coordinator will assist with all booking arrangements. The use of all Church buildings is constrained by the Parochial Church Council ('PCC') and is permitted only by those who agree in writing to abide by the Conditions of Hire.

A2 There are three spaces available for use. **The Hall (Malcolm Young Room)** is about 9 by 7 metres with a carpeted floor. There are two toilets and a kitchen, several 6-foot and 4-foot folding tables and about 50 stacking chairs. **The Small Lounge** on the mezzanine level can seat up to 10 people. There is no separate access, so it is not possible to book this room when both the Hall and Church are in use, and there is no disabled access. The **Main Church Space** on the top-level seats 60 (max 90).

A3 Noise & Disturbance: We respect our neighbours and wish to avoid all occasions that might result in excessive noise and disturbance during bookings and as you leave. Hirers are asked to note that the Hall faces residential property and adjoins Ascension Church.

A4 Letting Charges: The halls are let on an hourly basis as listed in our hall charges sheet. When booking the time period, adequate setup and clean up time must be included. Evening sessions should end by 10.30pm and the premises vacated by 11pm. Discounts are available for frequent or community use. As of 1 January 2018 they are as follows:-

	Hourly rate	Day 8 hours	Frequent and Community use discount
Church with kitchenette	£20	£100	Please ask
Hall (Malcolm Young Room) with kitchen	£15	£75	Please ask
Whole Building	£30	£150	
Parties (Hall) 3 hour minimum slot	£15 £45 minimum		
Small Lounge (seats up to 10) with kitchen if available	£10		
Offsite chair hire	£1 each		3 day hire
Offsite table hire	£5 each		3 day hire

A5 Booking & Payment: The Booking Coordinator will be able to deal with any enquiry, and advice on suitability of use and availability. **The letting will only be confirmed following receipt of the completed booking form, payment, and agreement of terms by signature.** Cheques should be made payable to "Ascension Church Westdene". You will be notified when your payment and booking has been received. It is possible to pay electronically by BACS or Direct Debit to a/c 65406759 sort code 08-92-99 reference 2115HALLS.

A6 Keys: The keys are secured in a key safe on site. You will be advised of the access code upon confirmation of your booking. Please be sure this is arranged in advance as there will usually be no-one present on site to assist you at the time of your hire.

A7 Heating: A Timer control in the Hall and the mid-level corridor regulates the heating. If the temperature is not adequate on arrival, please press the up-arrow button to set your desired temperature. This will remain set until the next pre-programmed time stamp, which may be during your booking, at which time the heating will go off. There is no need to change any other settings.

In the church the control box is in the kitchenette and the thermostat is in the main hall. Press the EXT button for 1, 2 or 3 hours of heat. No other controls need be changed: please do not alter the slider. If the boiler appears to be on but the gas is not firing the boilers need a manual reset. Please follow instructions on the inside of the boiler cupboard.

A8 Cleaning: Vacuum cleaners are available on each level apart from the middle level, and both kitchens have cloths and washing up liquid. No other chemicals are available: please bring your own if required. Vacuum cleaners are located under the stairs (MYR) and in the toilet (Church).

A8 Parking: There is usually ample parking space apart from at school drop off and pick up times. Please take care not to obstruct driveways and to park considerately.

A9 Restrictions: The hall is not for use for public political meetings, teaching or worship outside the Christian tradition, teenage parties (unless a member of the church and parents are present), or any function where there is likely to be continuous music or noise (unless it is quiet background music), or the sale or consumption of alcohol (unless permission / licence are granted). Other restrictions may apply at the discretion of the PCC and they retain the right and power to refuse or cancel a booking without reason and without any liability for compensation to the Hirer or any other person.

A10 Insurance: The use of our premises is at your own risk. **The hirer shall be responsible** for making arrangements to insure against any third party claims which may lay against their person or organisation whilst using the premises. The Church (PCC) is insured against any claims arising out of its own negligence. **The Hirer shall indemnify** the Church for the cost of repair of any damage done to any part of the property, or the contents of the building, during or as a result of the letting.

A11 Cancellation:

By User: If it is necessary to cancel the booking the hire charge will be refunded in full only if notice of cancellation is received at least one week before the booking is due to commence. This may be subject to a £10 administration fee.

By Church: The church may cancel the booking without prior notice if it needs the premises itself, subject only to returning any booking fee which has been paid.

A12 Housekeeping and Maintenance Issues: Should it be necessary to report any matters relating to the premises such as faults with appliances, breakages, lack of heating etc, please make contact with the Booking Coordinator.

B CONDITIONS OF HIRE

B1 Introduction: Ascension Church makes the facilities available for hire on the assumption that they will be treated with due care and respect. The conditions set out below are made in the interests of all parties including those who maintain the facilities, other users, and our neighbours. They apply to all users and hirers including Church groups.

B2 Usage: The premises shall only be used for the purpose for which it is let, in accordance with the full conditions of hire, and the hirer may not sub-let or assign the booking. The hirer, or named representative, must be on the premises during the letting. Access to and use of rooms or equipment that are outside your booking is not permitted.

B3 Times: To assist other users, the agreed Access and Vacate Time must be strictly adhered to.

B4 Equipment: Some equipment is available for use: all chairs, tables, accessible items in the kitchens, and accessible cleaning materials are available to you. The commercial dishwasher, and sound/audio equipment may only be used with permission and suitable instruction. Please do not attempt to access locked cupboards. If other items of equipment are required, the Booking Coordinator should first be consulted. At their discretion, other equipment may be brought onto the premises. However, such items are not covered by the Church's insurers and the PCC cannot be held responsible for their safety. All electrical items should have an up-to-date PAT test.

B5 Noise: It is essential that no disturbance to our neighbours is caused by noise or music. Hirers must ensure that all attending the event arrive and depart quietly and ONLY within the agreed hours of booking.

B6 No Gambling is permitted in the building.

B7 No Smoking: There is a strict no smoking rule both inside and immediately around the premises which the Hirer is responsible for enforcing.

B8 Alcohol: The sale of alcohol is not permitted by law nor is a free bar. The consumption of alcohol on the premises is only permitted by prior agreement.

B9 Display Items: No adhesive or fixing materials may be used which may damage the fabric of the premises.

B10 Safety: All exits should remain free of obstruction and Fire Extinguishers neither moved nor covered.

B11 Breakages: All accidental damage and defective equipment should be recorded in the logbook (inside the First Aid Box) and the Booking Coordinator informed as soon as possible. If damage is a result of careless or deliberate misuse then the hirer may be requested to pay for the damage.

B12 Accidents and Incidents: All accidents and incidents relating to health and safety should be recorded in the Incident Book in the kitchens (with the First Aid Box) and the Booking Coordinator informed. Fire safety information is enclosed in this information pack.

B13 Clearing-up: All rooms are to be left clean, tidy and vacuumed ready for the user. Furniture should be replaced, and chairs stacked not more than six high against the wall, or on trolleys. All used kitchenware and catering equipment must be thoroughly cleaned, dried and returned to the correct place of storage. All general waste along with any food and items placed in the fridge, must be removed at the end of the session and not left anywhere on the premises or outside, except in the bins if space is available or taken away with you. The Greentopia bin is only for garden waste. **Under no circumstances may clearing away be left to a later time** as this may affect other users of the building.

B14 On Leaving: Please ensure that the premises are clean and tidy and all lights turned off, including toilets, ready for the next halls users. Check that all windows are closed and fastened. Finally, please lock up and return the key to the key safe.

EMERGENCY PLAN FOR THE TEMPORARY RESPONSIBLE PERSON

As the responsible person for the event/function/work, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.

Please note the following:

1. A fire may be detected by way of smoke alarm or human observation.
2. People will be warned, if there is a fire, by “word of mouth”.
3. Please familiarise yourself with the following posters which can be found at strategic points around the building:

“Emergency Contact Details”
“Evacuation Procedures”
“999 Calls”

4. Please familiarise yourself with the fire exits/routes and muster points indicated in the evacuation procedures.
5. Please note the location of the fire blanket in the downstairs kitchen and the fire extinguishers (CO₂-electric fires, H₂O-paper fires) – 2 on each level of the building.
6. Please check that the final exit door for your stay (hall or church) is fully unlocked – note that the fire exit on the middle level of the building can be opened easily from the inside (only).
7. Please keep all escape routes clear of obstructions throughout your stay.
8. Note that the area at the bottom of the stairs in the church hall provides some protection from fire for those (possibly disabled) who are unable to vacate the church hall speedily.
9. Please notify everyone present that there should be no smoking in the building.
10. Please note that no naked flames should be started (unless authorised e.g. candles).
11. Please ensure that rooms do not become overcrowded.
12. Note that there are “First Aid” boxes in the top and bottom kitchens and please report any accidents.