

Chorley Parish Church of St. Laurence
in the Church of England Diocese of Blackburn



Hire of Church and Church Rooms

Issue 4: October 2019

Address: Parish Office St Laurence's Church, Union Street, Chorley, PR7 3EB
Email: bookings@stlaurencechorley.co.uk
Phone: 01257 231360
Registered Charity Number: 1175130



CHURCH AND CHURCH ROOMS BOOKING FORM

Please return this completed form to: bookings@stlaurencechorley.co.uk **Alternatively to** Church Office, St Laurence's Church, Union Street, Chorley, PR7 1EB. Confirmation of your booking will be provided if you enclose a stamped, addressed envelope. **Please use block capitals throughout**

Name of organisation:				
Nature of event:				
If ongoing, what are the values/ethos of your group?				
Are you a registered charity?				
Do you have a website/social media presence?				
Name of person booking:				
Position in organisation:				
Full address:				
Telephone (daytime):				
Mobile:				
Email address:				
Date(s) of event:				
Time of event: (this does not include set-up and clear-up)	From:	To:	Access required for set-up/clear-up From To	
Room(s) requested:	Upper Room: (Capacity: 78)		Refectory: (Capacity: 45 including staff)	
	Church: (Capacity: 250)			
Equipment needed:	Flip chart	Projector	Screen	Wi-fi
Ongoing/recurring booking:	Yes: <input type="checkbox"/>		No: <input type="checkbox"/>	
Name of person responsible for payment				
Contact details of person responsible for payment				

Terms and Conditions of hire



Rental charge per 3 hour session: _____ Deposit per booking: _____

Church £40; Other rooms £30; Concert in Church including rehearsal £150; Full access to kitchen £10

(Deposit is 20% total cost)

Booking is only confirmed when the St Laurence's PCC receives and banks the **deposit (20% of the total cost)**. **Bookings will be held provisionally for seven days to allow for payment.**

Monies may be paid by bank transfer to Yorkshire Bank account **43666410** sort code **05 03 70**. If this option is used, please email **bookings@stlaurencechorley.co.uk** to confirm that payment has been made. Alternatively, **cash or** card payment can be made in person at the church office. Please contact the church office on 01257 231360 to confirm office opening times.

I understand that in the event of late cancellation, over-running the event, failure to leave the premises clean or causing damage or breakage or other complaint, I may forfeit all or part of this amount.

The remaining monies must be paid by the last date of use; in the case of a recurring booking it is possible to set up monthly payments.

I understand that:

- a. I am responsible for setting up the Church, returning it to a clean and tidy condition afterwards (including the removal of any food or drink from the refectory that has not been used and ensuring that none of our perishables have been left in the fridge), for supervision and security of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises. If this is not done to the satisfaction of the St Laurence's PCC or if there are any breakages, then I undertake to pay **£25** plus the full costs of cleaning and/or restitution.
- b. If I need to use a fridge during my booking, I will use the fridge located just outside the kitchen area. I will not use the fridge inside the kitchen area, which is the working fridge for the church. I will remove any leftover food or drink from the refectory and ensure that none of our perishables have been left inside the fridge. I understand that I can use the tea, coffee and sugar in the refectory for a small donation (or I will bring my own), and I will provide my own milk.
- c. The Church must be vacated by **2300 hrs at the latest** unless later by prior agreement only.
- d. The Church may only be used in appropriate ways and sound levels must not cause annoyance to local residents or to other users of the Church.



- e. I cannot sub-let or use the premises or do anything, or bring onto the premises anything that may endanger the premises, their users or any relevant insurance policies.
- f. There is a strict **No Smoking**, policy (including e-cigs) within Church premises.
- g. I am responsible for obtaining any Local Authority or other licences necessary in connection with the booking, for making adequate arrangements to ensure against any Third Party claims that may lie against me or my organisation whilst using the premises, and for the observance of all regulations affecting the premises imposed by the Licensing Authority, Fire Authority, Police Authority Environmental Health, Social Services or otherwise.
- h. I confirm that all appropriate risk assessments for any activities to be undertaken (indoors or outdoors) will be completed and submitted to the church prior to the commencement of my booking.
- i. I confirm that I am responsible for the orderly and safe admission and departure of persons from the Church, including car parking and the safe evacuation of the Church in case of emergency. I will read the Fire Safety Policy in this pack, including evacuation procedures.
- j. In accordance with legislation on the protection of children, I confirm that I understand the provisions and undertake to provide an adequate number of trained supervisors where the children and young people are under 16 years of age and will provide details of policies as requested. **St Laurence's Safeguarding Policy may be accessed here**
- k. If selling goods on the premises, I shall comply with all relevant Fair Trading laws and any local code of practice issued in connection with such sales
- l. No posters, boards, flags, emblems or any form of artwork may be displayed without the permission of the St Laurence's PCC.
- m. **My booking is only confirmed when the St Laurence's PCC receives and banks the deposit.**
The deposit is not refundable; if the St Laurence's PCC cancels the event, the fee is refunded in full. The St Laurence's PCC reserves the right to cancel the booking if the room is needed for church purposes. In these circumstances, the maximum practicable notice shall be given and the St Laurence's PCC will seek to find alternative accommodation for your booking if at all possible.
- n. If I am given a key, I understand that this is to be used **only for the event(s) specified in the bookings form** and at no other time. If I need to access the church outside of the events specified on the bookings form, I will request access via email. I undertake **under no circumstances** to give it to a third party or to have a copy made, and to return it at the end of the hire. If I



do not return it, then the Church may have to have new locks fitted and I agree to pay an additional £50.

- o. I indemnify the St Laurence's PCC in respect of the cost of repair of any damage done to any part of the premises, including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the hiring.
- p. I acknowledge that no tenancy exists between me/my organisation and the St Laurence's PCC and no relationship of landlord and tenant exists between us.
- q. By my signature below, **I confirm that I am over 18** and have accepted all the conditions set out above on behalf of my organisation.
- r. **We cannot, at any time, use the three parking spaces that are reserved for Church Officials at all times.**

If I do wish to use the premises for a different use to that agreed on this form I realise that this needs to be a new booking.

I can confirm that my booking includes setting up/clearing up time and not just the running time for my event.

Signature of person booking:			
Print Name:			
Role:		Date:	
Signature on behalf of St Laurence PCC:			
Print Name:			
Role:		Date:	



Safeguarding Provision

The Parochial Church Council of Chorley Parish Church of St Laurence has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy [may be accessed here](#). Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own, which you must provide before consideration of your booking.

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:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ices or if you do not have one will adopt the current parish policy;
- 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/carers etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - 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
 - 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.

Contact details for The Parish for Chorley Parish Church of St Laurence Safeguarding Officer:

Safeguarding Officer: **Mark Wilkinson**

Telephone number: 07731 765089

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		Print	
Organisation		Role	
Date			



St Laurence's contacts:

Bookings Officer: Betty Kelly: 07848 881670
Church Wardens: Bernard Oakley: 01254 831693/ 07807 169815
Rector: Father Neil Kelley: 01257 266037
Treasurer: James Laidler: 07767 324662
Safeguarding Officer: Mark Wilkinson: 07731 765089

Office Use *(to be completed by Bookings Officer)*

Organisation:			
Dates of hire:			
Date booking received:			
Date booking confirmed:			
Terms & conditions signed:			
Safeguarding signed:			
Safeguarding Policy given:			
Copy of Organisation's own Safeguarding Policy received:			
Deposit received			
Fee received:			
Person required to open/close Church:	Yes/ No		
Opening:	WHO	TIME	
Closing:	WHO	TIME	
Diarised:			
Entrance door used	Cloisters	South door of church	



Chorley Parish of St Laurence

Fire Evacuation Plan

Emergency Evacuation Plan for :	St Laurence's Church
Premises address and contact number	Union St, Chorley PR7 1EB 01257 231360
Plan date	25/02/2018
Review date	25/02/2019

Sound of the alarm

The sound of the alarm will be a continuous warning siren.

Raising the alarm

In the event of a fire:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (shout etc)

If fire is detected by automatic detectors, this will trigger the fire alarm

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- Church Wardens/ event leaders will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire
- Staff/ event leaders will commence evacuation of the building – ensuring this is done in a calm and orderly manner.
- Staff/ event leaders to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building.
- Church Wardens/ Duty Staff to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors/ visiting public and staff members are accounted for (Gala Bingo Car Park)
- Church Wardens/ Duty Staff to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are:

1. Creche Fire door
2. West wing door
3. Main entrance
4. Fire stairs from 1st floor room

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Fire Safety



Fire assembly point

The assembly point is: Gala Bingo Car Park

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off: Outside Plant Room (Rear of Church behind Refectory)
- Mains fuse box: Refectory
- Mains water inlet: Refectory
- Location of fire alarm panel: Main entrance

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, 2 members of trained staff are needed on duty
- Between 08:00 and 12:00 on weekends/during special events, 2 staff need to be on duty at all times

Equipment needed to effect the emergency plan

This includes:

- Office phone/ Mobile phone
- evacuation chair (1st Floor)

Variations to plan

In the event of variations to normal working arrangements e.g. late opening, events, lone working etc:

- Duty staff /event leader to raise the alarm
- Check building clear of personnel
- Exit by quickest means

Back up arrangements

In the event of a power failure and automatic alarm failure:

Staff to raise the alarm by any means possible e.g shouting, whistle etc

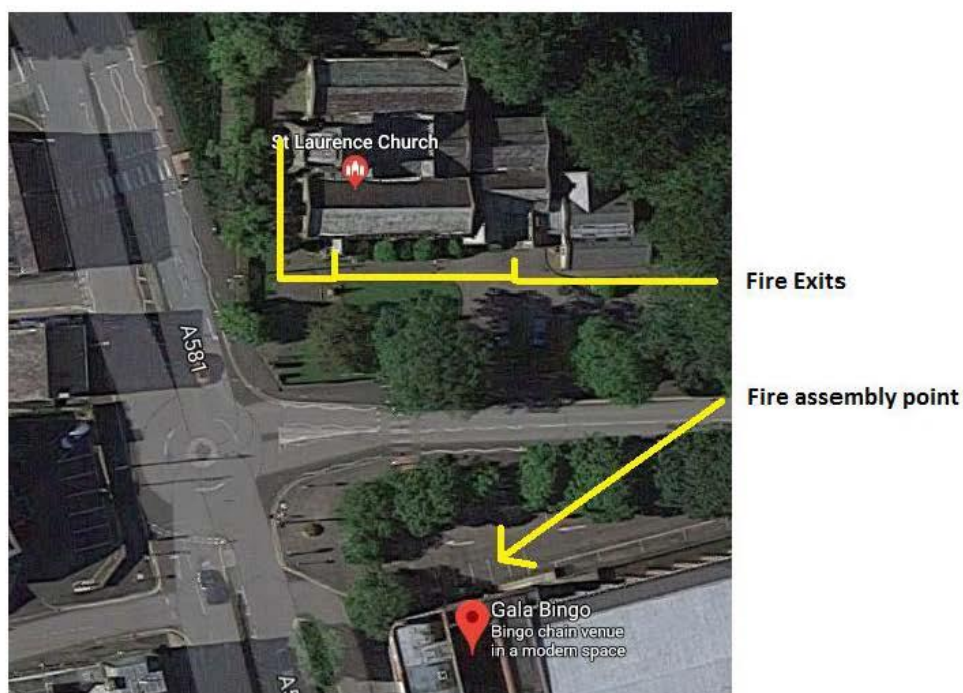
Responsibilities

For ensuring plan is up to date	Health & Safety Officer
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above



Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Fire assembly Point



Parish of Chorley St Laurence

Activity risk assessment

Activity:

Date of first risk assessment:

Location:

Time/frequency:

Name of leader with responsibility:

Date to be reviewed:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done