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

**Hire of Church or Church Rooms Booking Form and Contract**

**This must be read in conjunction with the**

* **Safeguarding policy**
* **Health and Safety policy**



*Confirmation of your booking will be sent via email following receipt of deposit.*

***Please return this completed form*** *to:* [*bookings@stlaurencechorley.co.uk*](mailto:bookings@stlaurencechorley.co.uk)*.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation:** |  | | |
| **Date(s) of event:** |  | | |
| **Time of event (not including set up/clear up):** | From: | To: | |
| **Access required (to include time for set-up/clear-up)** | From: | To: | |
| **Which room/rooms are you requesting for this booking? Please tick.** |  | | |
| **Upstairs Room (Capacity 78)** |  | | Number of chairs required: |
| **Refectory (Capacity 45)** |  | | Number of chairs required: |
| **Main Church (Capacity 250)** |  | | Number of chairs required: |
| Do any of your group have a disability rendering them unable to use stairs? \* | **Yes:** | | **No:** |
| \**All users of upstairs rooms should be able to evacuate safely in the event on an emergency. Group leaders are responsible for the safety of their group members.* | | | |
| **Do you require us to provide any of the following? Please tick.** |  | | |
| **Flip chart & Paper** |  |  | |
| **Projector & Screen** |  |  | |
| **Wifi** |  |  | |
| **Extension Leads** |  | | If so, how many? |
| **Hot water and cups for tea and coffee (please note, tea, coffee, milk etc will need to be provided by yourselves).** |  | | If so, how many cups? |
| **Nature of event:** |  | | |
| **Is this an ongoing booking?** | **Yes:** | | **No:** |
| **If ongoing, what are the values/ethos of your group?** |  | | |
| **Are you a registered charity? If so, what is the charity number?** |  | | |
| **Do you have a website/social media presence?** |  | | |
| **Name of person booking:** |  | | |
| **Position in organisation:** |  | | |
| **Full address:** |  | | |
| **Contact telephone number (required):** |  | | |
| **Email address (required):** |  | | |
| **Name of person responsible for payment** |  | | |
| **Contact details of person responsible for payment** |  | | |

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| **Rental charge is per 3 hour session: *Hire of main Church £40; Other rooms £30; Concert in Church including rehearsal £150; (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 of the deposit.**  **If your booking is in relation to an organisation within or linked to the church and you believe your fee should be waived or discounted, please tick here**  . **We will confirm this if/when your booking is accepted.**  **Balances should be paid at least 7 days prior to the booking commencing (unless otherwise agreed). Your booking may be cancelled if the balance has not been paid.**  **Bookings should be paid by bank transfer to Yorkshire Bank account 43666410 sort code 05 03 70. Please email bookings@stlaurencechorley.co.uk to confirm that payment has been made.**  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. |

**Terms and Conditions of Hire**

**I understand that:**

1. I am responsible for returning the area we have used to a clean and tidy condition afterwards, 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.
2. If you are using our facilities when the Taste Café is operating, you are more than welcome to refreshments in our outdoor seating area on a ‘pay what you can’ basis.
3. The Church must be vacated by **2300 hrs at the latest** unless later by prior agreement only.
4. 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.
5. 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.
6. There is a strict **No Smoking,** policy(including e-cigs) within Church premises and on church grounds.
7. I am responsible for obtaining any Local Authority or other licences necessary in   
   connection with the booking, for making adequate arrangements to insure 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.

1. 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.
2. I confirm that I am responsible for the orderly and safe admission and departure of persons from the Church, and the safe evacuation of the Church in case of emergency. I will read the Fire Safety Policy in this pack, including evacuation procedures.
3. 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.
4. If selling goods on the premises, I shall comply with all legal requirements and abide by any local code of practice in connection with such sales.
5. No goods may be left in the premises nor any posters on church noticeboards.
6. **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.

1. 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 cover the cost of this with an additional £50 fee for the inconvenience caused.
2. 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.
3. 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.
4. 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. I also understand that there are no daytime parking facilities available at the church. There are a number of car parks within a short distance of the church.
5. I recognise that in signing this form I am responsible for communicating to my group the details of the fire evacuation policy should this need to be implemented.

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:** |  |

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**Safeguarding Provision**

The Parochial Church Council of Chorley Parish Church of St Laurence has a Policy for  
 Safeguarding Children, Young People and Vulnerable Adults. 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/carer 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: **Nicola Pilkington**

Telephone number: 07736 312859

**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** |  | | |

**Accidents and incidents**

THE HIRER(S) of the premises of Chorley Parish Church of St Laurence is / are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirer(s) after the event.

**Person injured**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Address** |  | | |
| **Telephone** |  | | |
| **Date of incident** |  | **Time of incident:** |  |
| **Place incident occurred** |  | | |
| **Detailed description of accident / incident** (including a description of any apparatus or equipment involved) *continue on separate page if necessary* | | | |
| **Witnesses**: |  | | |
| **Name** |  | | |
| **Address** |  | | |
| **Telephone** |  | | |
| **Name** |  | | |
| **Address** |  | | |
| **Telephone** |  | | |

(Signed witness statements should be obtained wherever possible)

**For fire Evacuation Plan – taken from Health & Safety Policy**

**Please see separate document.**

**St Laurence’s contacts:**

**Bookings Contact:** Ruth Fowler: 07541 077716

**Church Wardens:** Bernard Oakley: 01254 831693/ 07807 169815

**Rector:** Father Neil Kelley: 01257 266037

**Treasurer:** James Laidler: 07767 324662

**Safeguarding Officer:** Nicola Pilkington: 07736 312859

**Office Use** *(to be completed by Administrative Team)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date booking received:** |  | |  |
| **Deposit received** |  | |  |
| **Date booking confirmed:** |  | |  |
| **Terms & conditions signed:** |  | |  |
| **Safeguarding signed:** |  | |  |
| **Safeguarding Policy given:** |  | |  |
| **Copy of Organisation’s own Safeguarding Policy received:** |  | |  |
| **Balance received:** |  | |  |
| **Person required to open/close Church:** | **Yes/ No** | |  |
| **Person required to put out chairs/equipment:** | **Yes/ No** | |  |
| **Opening:** | **WHO** | **TIME** |  |
| **Closing:** | **WHO** | **TIME** |  |
| **Set up equipment** | **WHO** | **TIME** |  |
| **Diarised:** |  | |  |
| **Entrance door used** | **Cloisters** | **South door of church** |  |
| **Key required for Refectory?** | **Key required for Upper Room?** | |  |