

## St Mary's Community Halls Booking Agreement

Until this form is returned to [halls@stmaryseastbarnet.org](mailto:halls@stmaryseastbarnet.org), the hire charge and refundable deposit paid, your booking of St Mary's Church is not confirmed.

To make arrangements for access to the church, and if you have any questions about their use, please contact [halls@stmaryseastbarnet.org](mailto:halls@stmaryseastbarnet.org)

Your name		
Your organisation		
Your address		
Your bank account details	Acc. no.	
	Sort code	
Your phone number(s)	Home	
	Mobile	
Your email address		
Date(s) halls required		
Time(s) halls required		
Regularity of hire requested		
How many people do you expect to attend?		

Cost of hire	£35.00/hour	
Refundable deposit	£100.00	
	Total	

If you are a regular hirer, then following a reference we may require to issue you with keys to the halls. There is a £30 refundable deposit for these.

Please make all hire payments and key deposit payments by BACs to  
Barclays Bank  
St Mary's East Barnet PCC  
Sort Code 20-95-61  
Account Number 50024619

Please make your refundable hire deposit by cheque, payable to [East Barnet Parochial Church Council](#) or by BACs to the above account.

Please ensure any bank transfer states "hall hire" and gives your name as its reference.

Your deposit will be refunded in full within 30 days of your hire, once the rooms have been inspected and confirmed to be clean and tidy. If they are not clean and tidy, your deposit will be retained toward the cost of cleaning and tidying.

Should you exceed the time of your booked hire, a portion of your deposit will be retained, at normal chargeable rates.

I have read and understood, and agree to abide by, the terms and conditions for the hire of St Mary's Community Halls

Signed by the hirer:

Dated:

Signed by the person confirming hire:

Position:

Dated:

## Terms and Conditions of hire

1. Organisations working with children, young people or vulnerable people must have or adopt adequate safeguarding policies and procedures, and abide by those policies and procedures on site. A copy of all safeguarding policies and procedures must be provided to St Mary's.
2. Private bookings such as family parties are not required to have their own safeguarding policies and procedures. However they must also follow appropriate best practice in this area.
3. Organisations making group bookings must have their own insurance cover, including public liability insurance. A copy of insurance documentation must be provided to St Mary's.
4. Private bookings such as family parties are not required to have their own insurance cover.
5. The Rector and PCC of East Barnet will not accept liability for any losses, damages, accidents or injuries that occur during the hire period.
6. If food is served during the hire period, the hirer must observe all relevant food hygiene regulations. All crockery, cooking utensils, and kitchen equipment must be washed, dried and properly stored after its use.
7. If electrical items are to be used by organisations making group bookings during the hire period, they must be PA tested and confirmed to be safe recently.
8. The hirer must be aged 21 or older.
9. The hirer will be responsible for observing all fire and buildings safety regulations.
10. The hirer will notify [halls@stmaryseastbarnet.org](mailto:halls@stmaryseastbarnet.org) immediately of any damage to the community halls as soon as is practical to do so, and indemnifies St Mary's for the cost or repair of any damage done to any part of the site or its contents as a result of the booking.
11. The hirer will notify [halls@stmaryseastbarnet.org](mailto:halls@stmaryseastbarnet.org) immediately of any accident or incident requiring first aid as soon as is practical to do so, and will complete an accident or incident report form.
12. The hirer is responsible for ensuring that all laws regarding licensing for alcohol, films, performing rights, music, gaming, betting and lotteries are observed during the period of their booking. No application for a license may be made without the prior written permission of the Rector and PCC.
13. The hirer undertakes to ensure that noise is kept to an acceptable level that the neighbours of the premises will not be disturbed.
14. Smoking is not permitted anywhere on the church site.

15. Nothing must be fixed to the halls' ceilings or walls by any method.
16. The hirer undertakes to ensure that the halls are left clean and tidy. They will remove any rubbish from the premises.
17. The Rector and PCC of East Barnet will retain the refundable deposit if the rooms are not left clean and tidy. In addition, they reserve the right to seek to reclaim from the hirer any costs arising from negligence or misuse of the rooms leading to damage during the hire period, in excess of the refundable deposit.
18. The hirer will be responsible for the supervision of the halls hired, their fabric and contents, and for the behaviour of users or guests during the period of their booking.
19. At the end of the hire period, the halls must be locked and the church premises left secure. The hirer must never lead the halls or church premises unattended and unlocked.
20. The Community Halls are part of the site of the Church of St Mary the Virgin, and are therefore consecrated ground. It is not appropriate for religious ceremonies to occur on the site if they do not conform to the liturgy of the Church of England authorised or allowed by Canon, or worship in the Methodist tradition as approved under the East Barnet Anglican-Methodist Ecumenical Partnership. If you wish to conduct worship in this, or another Christian or Abrahamic tradition, you must seek the prior written permission from the Rector and PCC. The grant of such permission is governed by rules set by the national Church of England *and* only at the discretion of the Rector and PCC.
21. Notice of any booking cancellation must be made as soon as possible.
22. The hirer must not sub-let the halls or allow them to be used for other purposes than those applied for.
23. The Rector and PCC of East Barnet reserve the right to refuse an application for hire submitted by any person.
24. The Rector and PCC of East Barnet reserve the right to summarily terminate a hire agreement, if they consider that the hirer has in any way breached these terms and conditions.

## Safeguarding and Insurance Details

Organisations working with children, young people or vulnerable people must be advised of their duty of care toward these individuals before a hire agreement is finalised.

The Church of England, the Diocese of St Albans, the Rector and PCC or East Barnet all require that groups hiring our premises have adequate safeguarding policies and procedures in place. A copy of these must be provided to St Mary's. If necessary, these will be inspected by the parish safeguarding officer and they will consult with the diocesan safeguarding officer to ensure that these policies and procedures meet the standard required.

Please complete as appropriate:

This organisation recruits staff and volunteers in accordance with best practice. It has its own safeguarding policies and procedures, and undertakes to follow these when working with children, young people or vulnerable people, preventing abuse and responding to safeguarding concerns. A copy of its policies and procedures has been inspected.

(or)

This organisation has been supplied with a copy of the parish safeguarding policies and procedures, and undertakes to adopt these when working with children, young people or vulnerable people, preventing abuse and responding to safeguarding concerns.

and

This organisation has its own insurance cover, including public liability insurance. A copy of its insurance documentation has been inspected.

Signed by the hirer:

Dated:

Signed by the person confirming policies:

Position:

Dated: