

CHURCH HALL

Application Form

ST JOHN'S CHURCH, Cadewell Lane, Shiphay, Torquay TQ2 7HP

Church Office: Tel 01803 401316

Vicar – Rev P Ireton : Parish Administrator – Sonia Collings

www.stjohnshiphay.org.uk

Application Form for Hiring the Church Hall (Single Usage)

Full Name of Applicant (must be over 18 years) _____

Organisation (if applicable) _____

Contact Address _____

Telephone Number/s _____

Email Address: _____

Purpose for hire of hall _____

Is your meeting/activity private (by invite) or public? _____

Do you wish to hire the LARGE hall _____ or the SMALL hall _____ or BOTH? _____
(Please tick as appropriate)

Date Required _____

Time(s) needed *(including clearing up time)* from _____ to _____

Hire Charges: For 1 session (up to 3 hours)

LARGE HALL £37.00 £13.00 hourly thereafter

SMALL HALL £31.00 £9.00 hourly thereafter

Conditions of payment for hire:

Please pay the Parish Administrator at the Church Office.

Cash accepted; Cheques should be made payable to "PCC St John the Baptist"

Cheques **MUST** be submitted at least 14 days before the proposed hire date.

Obtaining the Keys to the Hall:

Please come to the church Office 1 or 2 days prior to using the hall to

- a) Pick up a key to the Hall
- b) Pay the hire charge to the Parish Administrator, Sonia Collings

Contact Sonia on 01803 401316 to arrange a convenient time

Heating:

If your booked date is during cold weather please feel free to put the ceiling heaters on via the switches (with red lights). These can be found on the main walls.

However please make sure you switch off all the heater switches before you return the key.

CONDITIONS AND CONTRACT FOR HIRE OF ST JOHN'S CHURCH HALL

1. I/We have a copy of the Committee's General Conditions of Hire which I/we have read and agree to accept
2. I/We will clean up the hall after our use with cleaning materials provided and leave it in a fit state for the next user. (Please take particular care to clean up sticky spillages after parties; bring wet wipes if necessary). I/We will empty/clean swing bin/s used and insert new black sack/s (issued).
Immediately after the Hire period all resulting rubbish MUST be removed and taken off site for alternative disposal.
3. I/We agree that we will keep all exits from the halls unlocked and free from obstruction during the hire.
4. I/We agree to remove all **glass bottles and containers** used from the hall at the end of hire

Any commercial enquiries for Hall hire will be treated as a separate negotiation upon application.

Signature: _____

Please return this form duly signed to Sonia Collings at the Church Office **before** use of the hall.

Please feel free to make a copy of the form for your own information.

CHURCH HALL

General Conditions of Hire

ST JOHN THE BAPTIST, SHIPHAY COLLATON, TORQUAY

GENERAL CONDITIONS OF HIRE – CHURCH HALL

- 1) **CHARGE** – All hire charges paid by cheque should be made payable to **St John the Baptist, PCC** and sent to the Church Administrator. If payment is made by cheque it **MUST** be submitted no less than 14 days in advance. Cash payments can also be made and receipts are available on request for either method of payment.
- 2) **SUPERVISION** – The hirer will be responsible for the supervision of the arrangements and activities in the Church Hall during the period of hire and the prevention of disorderly behaviour. The Church Hall Committee shall not be held responsible for any accident arising from the use of special apparatus brought into the Church Hall (*see also paragraphs 11-15 below*)
- 3) **LEADERS** – The hirer, or responsible person nominated by him/her in writing, shall be responsible during the whole period the Church Hall is let.
- 4) **COMPLETION OF HIRING** – The hirer must keep the Church Hall and any equipment therein in a clean and orderly state and leave it so on the expiration of the time for which the Church Hall is hired. If hall equipment is moved, the hall should be reinstated to its original state and all items returned to their allocated place. All rubbish **MUST** be bagged and taken off site for alternative disposal. An additional charge of £50 will be incurred if all criteria have **NOT** been satisfied. Hiring of the Church Hall that is likely to offend the public – e.g. loud disco music – will not be allowed. Hirers are required to ensure that all windows, doors/fire doors are closed and/or locked at the end of the hire period.
- 5) **COMPLAINTS** – Any complaints by the hirer in respect of the use of the Church Hall or of any of the arrangements connected therewith must be made **in writing** within 48 hours of the cause thereof to a member of the Church Hall Committee or to the Church Administrator.
- 6) **FITTINGS AND DECORATIONS** – No nails, screws or other means of fastening shall be attached, driven or screwed into the walls, floors, doors or other surfaces of the rooms.
- 7) **EQUIPMENT** – No tables, chairs or other equipment or fittings are to be hired out or removed from the Church Hall except by express permission of the Church Hall Committee
- 8) **LIABILITY** – The hirer shall be liable for and shall indemnify the Church Hall Committee against all costs, charges, claims or actions in respect of any injury to any person unless due to the negligence of the Church Hall Committee or any loss of, or damage to property during the course of or arising from the hiring. All articles brought into the Church Hall are at the owner's risk and the Church Hall Committee will not be responsible for any loss of or damage to clothing or property of any person.
- 9) **SMOKING** – Smoking is **NOT** permitted in the Church Hall
- 10) **AMPLIFIED MUSIC** – Amplified music is not permitted after 10.30 p.m. on any day of the year.

- 11) **FIRE PRECAUTIONS** – It is the responsibility of the hirers to familiarise themselves with the published procedures for evacuating the premises and the whereabouts of and access to fire extinguishers and fire exits. Regular users should institute six-monthly drills to ensure that their plans for evacuating the premises will function in all circumstances.
- 12) **ACCIDENTAL INJURY** – The hirer carries responsibility for arranging for the treatment of any injury. Details of the injury and of the treatment arranged should be recorded in the Church Hall Accident Book as well as any documentation the hirer might wish to keep
- 13) **HEALTH AND SAFETY** – Whilst the Church Hall Committee will take every precaution to ensure that the building is a safe and healthy environment it is the responsibility of the hirer to ensure that all activities within the premises are conducted in a safe manner. Please observe the advisory signs displayed around the building. If the hirer should find any defect in the property the Church Hall Committee or the Church Administrator should be advised within 48 hours (*see para.5 above*) and steps should be taken by the hirer to remove the defective item from further use, pending repair or disposal by the Church Hall Committee.
- 14) **ELECTRICAL EQUIPMENT** – As part of our Health and Safety commitment the Church Hall Committee are obliged to point out the following. There is now a legal requirement that all electrical equipment used in public buildings must be Portable Appliance Tested (“PAT” tested) and that equipment cannot be used unless it has tested satisfactorily. The Church Hall Committee, or in their absence the Church Administrator, must therefore have sight of a current PAT Test Certificate for every item of electrical equipment intended to be used during the hire of the Church Hall **prior to the beginning of the hire.**
- 15) **AMENDMENTS TO THESE CONDITIONS OF HIRE** – Any request to change these Conditions of Hire must be addressed to the Church Hall Committee a minimum of one month prior to the hire beginning.
- 16) **CHRISTIAN BELIEFS** – Those wanting to hire the Hall whose purposes are incompatible to Christian beliefs will not be accepted.

All hirers MUST be over 18 years of age.