

St Andrew's Church Centre

Church Office: Station Road, Churchdown, GLOUCESTER GL3 2JT

Tel. (01452) 712154  admin@standrewschurchdown.org.uk



APPLICATION FOR HIRE OF ST ANDREW'S CHURCH CENTRE

Day and date(s) of hire				
Name of organisation				
Name of person making the booking and responsible for adhering to the Centre Guidelines during the hire				
Address				
Telephone No.	Day <input type="checkbox"/> Evening <input type="checkbox"/>			
Purpose of hire Please state if: 1) Alcohol will not be consumed 2) Alcohol will be consumed 3) Alcohol will be sold				
Number of those attending (<i>approx.</i>)	Over 18		Under 18	
Area required (<i>Large or Small Hall</i>)				
Time(s) required				
Hire fee (<i>see separate sheet</i>)				
Deposit (<i>where applicable</i>)				
Balance				
Signature (<i>See note below ★</i>)				Date
For Office Use Only	Approved By CPBC <input type="checkbox"/> PCC Owned <input type="checkbox"/>			

★ By signing this Application Form I confirm that I have read and accept the Conditions of Hire and Guidelines for the use of St Andrew's Church Centre especially with regard to Public Liability.

Please note: Provisional bookings will not be held for more than two weeks without deposit. Deposit for occasional users must be returned with the Application Form. Balance due 10 days before the date of the event. Regular users deduct 10% if booking 10 or more sessions and payment is made before the first session. Please make cheques payable to - St Andrew's PCC (July 2008)

CONDITIONS OF HIRE of St Andrews Church Centre

The Parochial Church Council (PCC) is pleased to make this facility available to the community and, in order to have a good neighbour policy, needs to lay down some rules and guidelines for its use.

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. Written authority is required from the represented organisation.

1. All hirings are at the discretion of the Parochial Church Council (PCC) and on condition that these Conditions of Hire and Guidelines are complied with. The PCC will normally review any application for regular use termly (i.e. school term) and will give one term's notice to the Hirer of ending a regular hire; the PCC requests one term's notice from the Hirer of ending a regular hire.
2. The PCC will not authorise activities that, in its opinion, are, or appear to be, incompatible with Christian principles or may cause undue nuisance to neighbours. The Centre is only available for hire for children's parties up to the age of 11 years.
3. If the Hirer wishes to cancel the booking before the date of the event the Hirer shall lose the deposit.
4. The PCC reserves the right to cancel the hire in the event of the Centre being required for use by the church, in which case the Hirer shall be entitled to a refund of any monies already paid. As much notice of cancellation as possible will be given, and alternative dates, as far as possible, given.
5. The PCC reserves the right to enter the buildings at any time and in the event of disorder to close down proceedings.
6. Keys. It is the responsibility of the Hirer to follow any instructions concerning locking and unlocking the relevant rooms.
7. Timings. It is the responsibility of the Hirer to make sure there is adequate time, within the booking, to set up and replace equipment, and to clear up the rooms.
8. The hirer must confirm that they hold Public Liability insurance cover for accidents arising from the activity. Such cover may or may not be provided as part of a standard domestic insurance policy. The PCC reserves the right to ask to see evidence of cover before the date of hire.
9. The Hirer shall indemnify the PCC for the cost of repair of any damage done to any part of the property that may occur during the period of the hiring, as a result of the hiring.
10. The Hirer shall not use the Centre for any purpose other than that described in the hiring agreement, and shall not sub-hire or use the Centre or allow the Centre to be used for any unlawful purpose or in any unlawful way; nor do anything or bring into the Centre anything which may endanger the same or render invalid any insurance policy.
11. The Hirer shall be responsible for obtaining such licences as may be needed from the Performing Rights Society, from Phonographic Performance Limited or otherwise and for the observance of the same. The Hirer shall ensure that nothing is done in contravention of the law relating to gaming, betting and lotteries.
12. The Hirer shall comply with all conditions and regulations made in respect of the Centre
13. The Hirer shall comply with the Premises Licence Number 05/00736/LIQPRT (a copy of which is available in the office). All Licensable Activities, especially the supply and sale of alcohol, must be carried out by the HIRER in accordance with the appropriate special guidelines after signing that they will be adhered to during the booking.
14. Activities involving children or young persons under the age of 18 shall be under the strict supervision of responsible adults. In this case, by signing the booking form, the hirer confirms that they are familiar with the Home Office document Safe from Harm, have an understanding of it and undertake to follow the code of practice contained therein. A copy of this is available in the Church Office together with the booklet Working with Children and Young People issued by the Diocese of Gloucester, which is also recommended reading.

If the Hirer is in any doubt as to the meaning of the above, the PCC should be consulted and may be contacted via the Church Office.)

May 2008

GUIDELINES FOR THE USE of St Andrew's Church Centre

1. All rubbish is to be cleared away and the premises left clean and tidy - any extra cleaning required will be charged and future bookings may be refused.
2. As the Centre is in a residential area noise should be kept to a minimum on arrival and departure. Cars should not become a hazard on the road but parked, considerately, in the car park. Centre users should not park in the private roads opposite the Centre. When a large number of cars are expected, organisers are asked to direct drivers to the public car park behind Churchdown Club on Church Road.
3. Users should familiarise themselves with the locations of the fire exits and the Fire Evacuation Procedures which are displayed in many places around the Centre.
4. All items used should be returned to their usual positions.
5. Bluetack, sticky tape and similar substances are not to be used on the walls, furniture or fittings. Pins are not to be used on the curtains.
6. Any damages to the Centre, or contents, however slight, must be reported to the Church Office.
7. The settings of any heating system should not be changed - if there is a problem please notify the Church Office.
8. Any electrical appliances brought into the Centre should be safe, in good working order, and used in a safe manner.
9. Kitchen facilities will normally be available to, and shared by, all Centre users. The kitchen should not be used as a 'meeting room' and all food hygiene regulations should be adhered to. Children shall not be allowed access to the kitchen unless supervised.
10. Any preparation of, serving or selling of, food should be with regard to the relevant food health and hygiene legislation and regulations.
11. Supply and Sale of Alcohol: NO alcohol (except communion wine) is to be stored on the premises. Alcohol for an event MAY NOT be brought into the Church Centre the day before and MUST be removed at the end of the event. NO alcohol is to be sold or offered for consumption before 12 noon or after 11.00 pm every day. NO licensable activities* are to take place on the premises after 11.30 pm – this includes clearing up time.
12. Protection of Children from Harm: "It is a criminal offence for any person to sell alcohol to a person who is under the age of 18 anywhere. There are no exceptions to this." Notices showing this wording will be available from the Church Office and MUST be displayed at every event that includes a bar. Challenge 21 will apply in that anyone under 21 may be asked for proof of age. When alcohol is being consumed at the Church Centre there must be provision for a separate soft drinks distribution point away from the area providing alcohol. No alcohol is to be offered or consumed at childrens' parties.
13. Smoking is not permitted on the premises.
14. No animals except guide dogs to be brought into the Centre.

* Licensable activities are: Sale & Supply of Alcohol; Performance of Dance; Performance of Live Music; Performance of Recorded Music; Provision of facilities for making music; Performance of a Play; Provision of facilities for dancing.