

St. Augustine's Church, Locking

Hire Agreement

1. Date(s) required Time from: to
2. Large Hall YES/NO Small Hall YES/NO Green Lounge YES/NO
3. Hirer — Name:
 - a. Organisation:
 - b. Address:
 - c. Tel: email:
 - d. Details of function: No Halloween Parties or bouncy castles are permitted.

4. Hire Fee

A £50 Deposit will be retained to cover breakages and if the Church Centre requires cleaning after the event. The deposit cheque will be destroyed within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises, (and or contents) nor complaints made to the Church Centre about noise or other disturbance during the period of hire as a result of the hiring. **If a cheque book is not held, then a cash deposit is requested.**

5. The hirer agrees with the Parochial Church Council (PCC) to be present (or their representative not under 21 years of age) at all events during the entire booking.
6. Insurance. The Hirer is advised to take out their own insurance as they are NOT covered by the Church's Insurers.
7. Alcohol. Please note that although alcohol may be consumed on these premises the sale of Alcohol is NOT permitted.
8. Fire Regulations. It is important that all groups and users who use the centre appoint a responsible person who will be in charge for fire, safety and awareness. That person shall familiarize themselves with the Centre smoke detector alarms, the evacuation routes and location of fire fighting appliances. This information will be displayed in the lobby. In the event of a fire the responsible person should direct the evacuation. Hirers are responsible for their own fire safety, especial care must be used if disabled persons or children are present.
 - a. No smoking in any part of the building or grounds/car parks
 - b. Internal door not to be propped open
 - c. Only authorized people to use cooking facilities
 - d. Children under 15 years only permitted in kitchen for training / educational purposes if authorized and closely supervised
 - e. Only electrical appliances with a current PAT certificate can be used. Damaged appliances should be unplugged and reported in damage book. This includes appliances brought into the centre by the hirer.
 - f. Before leaving the building turnoff / unplug non essential appliances and switch of lights
 - g. People with disabilities and children should be accompanied and supervised at all times
 - h. Remove all rubbish from the building
 - i. All equipment, tables and chairs to be stored away in designated area

- j. NO fires, naked flames, fireworks or sparklers on any part of the premises indoor or outdoors. BBQs may be permitted with prior approval.
 - k. Legal maximum numbers using these premises must not exceed 100.
9. CO2 Detector: This is situated near the cupboard in the men's toilets. If this alarm is activated do not use the men's toilet and report this to the centre office.
 10. Health Regulations. No food or unwashed dishes to be left in any room or kitchen overnight. All users must comply with current Food Hygiene Regulations.
 11. Breakages and Rubbish. Breakages must be paid for — please do not leave a replacement. Please take all rubbish and recycling home after the event as we only have limited waste and recycling facilities.
 12. Car Park. Neighbours have been inconvenienced by badly parked cars and noise. Please park considerately in the Church Centre Car Park or the Car Park beside the Church and leave as quietly as possible. If part of a meeting or function takes place outside the building, behaviour and noise must be controlled so as to not disturb the neighbours. No parking is allowed on the block paving outside the front door of the church centre.
 13. First Aid Box and Accident Book are situated in the Kitchen.
 14. Notices. Please do NOT fix any notices or posters of any kind on the walls.
 15. Footballs. Please do NOT use a football on the premises — only sponge balls are permitted.
 16. Toys and similar equipment. All toys and similar equipment belonging to other groups who use the Church Centre are not to be played or tampered with.
 17. Children. Any person hiring the hall for children and young people must have a policy in writing relating to the conditions laid down by the Safer Recruiting Policy with regard to all adults involved. Family parties do not need to have this requirement. Max children for sleepover is 24 plus leaders.
 18. Feedback. We welcome feedback after your event. Please write any comments in the book on the notice board in the lobby.
 19. Keys. Please arrange collection and return of keys at time of booking.
 20. Regular bookings only. At least two weeks notice will be given if the church needs to book the church centre for occasional events such as: funeral wakes, holiday club, fairs etc.
 21. We kindly ask that no metallic confetti to be used in the centre for parties, weddings etc. Failure to do so will incur an extra charge for cleaning as it takes longer to clear up. Thank you for your co-operation.

The PCC thank you for booking the Church Centre for your function. Please clean tables and sweep all floors after use and wash cups etc., and wipe all surfaces used in the kitchen before leaving, so the kitchen is left clean and clear. Cleaning materials can be found in the Cupboard next to the Disabled Toilet.

I/We wish to hire the rooms indicated above on the dates and at the times stated. I/We agree to abide by the conditions laid down by St. Augustine's Parochial Church Council.

Signed: _____ Date: _____

Names(s) (Block Capitals)

Please retain one copy for your reference and return the signed copy to:

Church Administrator, The Church Centre, The Green, Locking, Weston-super-Mare, BS24 8DA.

Tel: 01934 822857 email: huttonandlocking@gmail.com

1 October 2023