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|  | St John’s Church, Ashbourne  Church Hire Booking Form Registered Charity No. 515193 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title of Event  Purpose of Hire | | |  | | | | | |
| Name of Hirer | | |  | | | | | |
| Name of Organisation | | |  | | | | | |
| Address of hirer | | |  | | | | | |
|  | | | | | |
| Telephone Number | | |  | | | | | |
| Mobile Number on the day | | |  | | | | | |
| Email | | |  | | | | | |
| Organisation/Hirers charity number (if applicable) | | | | | | | | |
| Hirer requires use of piano? | | | | | Organ? | | | |
| Refreshments will be served to guests / concert goers? | | | | Y/N | | | | |
| Organisation/Hirer will be using electrical equipment? | | | | Y/N | | | | |
| **Hire of Church**: capacity 600 persons seated, wooden floor.  Costs **£150 .**00 per session *(morning / afternoon / evening.), which* includes heating and lighting. | | | | | | | | |
| **Baptisms and Funerals subject to separate arrangements** | | | | | | | | |
| Date of event/function: | | | | | | | | |
| Date of Baptism: - Free | | | | | | | | |
| Date of Funeral: Charge arranged through funeral Director | | | | | | | | |
| Start time of hire period | | | | | | | End time of hire period | |
| **(The above times must include preparation and clearing up time)** | | | | | | | | |
| Approx. number of attendees | Adults |  | | Children  (Under 18) | | | |  |
|  | | | | | | | | |
| **Adjoining Community Hall**: Includes kitchen for access to water, cloakroom facilities and heating. | | | | | | | | |
| **Community Hall**  **£15.00 per hour** The kitchen is equipped with fridge, hob & oven, automatic fill water boiler, microwave, large double sink, crockery and work surfaces. | | | | | | | | |
| No of hours: |  | | | Total cost: | |  | | |  | Total cost: |  |
|  | | | | | | | | |
| I have read and agree to abide by the rules set out in the Terms and Conditions of Hire, agree to meet the charges detailed and understand that signing this form constitutes a contract with St John’s Church Ashbourne. | | | | | | | | |
| **Please pay by BACS to:**  **Co-Op Bank: Sort code: 08 92 99 Acc no. 67238886** | | | | | | | | |
| Name in capitals | | | | | | | | |
| Signature | | | | | Date: | | | |

Please complete all sections of this booking form and return.

Bookings are accepted on the basis of the attached Terms and Conditions of Hire

By the event organiser, named on the booking form, who represents the client organisation and who has the authority to enter into a legally binding contract on behalf of the client.

For additional enquiries regarding the use of St John’s Church please contact:

*Nick Bishop*: nbishop606@gmail.com

**Our Bank details for BACS payments:**

**Co-Op Bank**

**Sort code: 08 92 99**

**Acc no. 67238886**

If paying by cheque make payable to: ‘**St John’s Church Ashbourne’**

Post to 13 Buxton Road Ashbourne DE6 1EX for the attention of Mr Nick Bishop

*Please keep a copy of this form, for your information.*

cd

For office use only

Ref:

|  |  |
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|  | St John’s Church, Ashbourne  Terms and Conditions of Hire St John’s Church Ashbourne Single Hire Agreement Registered Charity No. 515193 |

# STANDARD CONDITIONS OF HIRE

LIABILITY

1. THE HIRER shall indemnify St John’s Church Ashbourne in respect of the cost of repair of any damage done to any part of the building or its contents during or as a result of a booking (including any loss of income by St John’s Church arising from the damage) and in respect of any liability to third parties or otherwise arising out of the use of the building pursuant to the booking.
2. THE HIRER must ensure that appropriate third party liability insurance exists for a minimum level of £2 million St John’s Church accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the building. THE HIRER may be asked to disclose their insurance cover to verify this.
3. In the event of the building being rendered unfit for use by THE HIRER, St John’s Church shall be under no liability for any resulting loss or damage whatsoever.

PAYMENT &CANCELLATION

1. THE HIRER shall pay the hire charge, using the bank details in the left hand column of Page 1 of this form. If any payment is dishonored, after confirmation of a booking, no future bookings will be made available to the HIRER
2. If THE HIRER wishes to cancel the booking, St John’s Church may, at its absolute discretion, refund any fees paid but shall be under no obligation to do so.
3. St John’s Church reserves the right to cancel the booking if exceptional unforeseen circumstances arise. In the event of St John’s Church cancelling the booking, any fees/deposits paid by the Hirer shall be refunded.

LICENSING

THE HIRER shall be responsible for the observance of all regulations affecting the building imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.

1. Alcohol may be sold in the building.

SAFETY

1. THE HIRER shall not sub-let or allow any other person(s) to use the premises nor shall they use the premises or common areas for any unlawful purpose or in any unlawful way or do or permit anything or bring or permit to be brought into the building anything which may endanger the building, its users, or any insurance policies relating thereto.
2. For events involving children, THE HIRER confirms that they are familiar with Safeguarding and Child Protection guidelines. THE HIRER understands these policies & procedures and undertakes to follow their recommendations in relation to any work with children and young people.
3. THE HIRER shall during the period of hiring, be responsible for supervision and security of the building, protection of the fabric and contents from damage, and the behaviour of all persons using the building or having access to the building, including proper supervision of car parking arrangements (if any) so as to avoid obstruction to the housing. Limited parking is available in the surrounding roads.
4. THE HIRER shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

GENERAL USE

1. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
2. THE HIRER acknowledges that no tenancy is intended to be created between St John’s Church and THE HIRER and no relationship of landlord and tenant exists between them.
3. THE HIRER shall ensure that the Rules governing the use of the building are complied with.
4. The right is reserved for a representative of St John’s Church to enter any part of the building at any time.

RULES GOVERNING USE OF BUILDING

GENERAL

1. St John's is a CHRISTIAN CHURCH and activities inconsistent with the church's ethos statement are not allowed in the building.
2. BOOKING TIMES must be adhered to and must include setting up and clearing up time. Prior permission for any extension must be obtained in writing and may be withheld at St John’s Church absolute discretion. THE HIRER books for the use of the premises and not the surrounding area. The Hirer is responsible for the preservation of good order.
3. St John’s Church reserves the right to refuse bookings without the need to give reasons. St John’s decision in this matter is final and not open to negotiation.
4. St John’s Church reserves the right to retain all or any part of the sum paid in exceptional cleaning/damage deposit to cover losses and expenses incurred by St John’s Church as a result of mess/damage caused by the hirer.
5. ALL ADVERTISING material must be submitted to the Bookings Officer for approval. All such material must clearly display the name of the person or organisation responsible for the event.
6. EVENING USE all hires must vacate the building by 23.30hrs. No

extensions beyond this time can be accepted.

1. NOISE/DISTURBANCE. THE HIRER is responsible for ensuring the avoidance of all unnecessary noise or disturbance likely to cause annoyance to occupants of surrounding properties during the period of hire and on departure.

CARE OF BUILDING

1. CARE OF THE BUILDING. THE HIRER is expected to take reasonable care of the building, fittings, equipment and furniture, and in particular is not permitted to put nails, sellotape, blutack or other fixings into the walls, floor or ceiling.
2. DAMAGE. THE HIRER shall be liable to pay for all damage caused by

accident or improper use either to the fabric or equipment. Any breakages within the building must be reported to the Bookings Officer and will be charged & invoiced to THE HIRER. Fire appliances must only be used in genuine cases of emergency.

j . THE HIRER shall not interfere in any way with the electrical equipment of the building. Any equipment brought to the building for use shall be effectively earthed and fitted with a 3-pin 13-amp plug fused at not more than 13 amps.

1. UNLOCKING & LOCKING UP. The Bookings officer will unlock, de-alarm
2. and provide access to the premises at the appropriate time.
3. SMOKING is not allowed in any part of the building, including the toilets.
4. CLEANING UP. THE HIRER is responsible for leaving the premises in a clean and tidy state and for the removal of all uneaten food and drink. The HIRER should take re-cycling refuse away. .

ACCESS

1. NO ACCESS will be permitted to any part of the building other than the areas which have been booked.
2. PARKING. Free unrestricted parking is available in surrounding roads.
3. ANIMALS. Only guide dogs are permitted inside the building.

SAFETY

1. FIRE EXTINGUISHERS. THE HIRER should familiarise themselves with fire regulations, appliances and exits. The Fire Brigade should be called out to any outbreak of f ire, however slight, and the incident reported to the Bookings Officer.
2. FIRE EXITS must not be obstructed at any time. The HIRER should familiarise themselves with the EMERGENCY & EVACUATION procedures.
3. SMOKE DETECTORS. There are no smoke detectors in St John's Church.
4. FIRST AID. One first aid kit is located beside the church organ and another is located in the Hall kitchen.
5. ACCIDENTS. Any incident involving personal injury must be recorded in the Accident Book (in the Hall kitchen with the First Aid box). Serious injuries should be reported to the Bookings Officer as soon as is feasible.
6. HIGHLY FLAMMABLE substances are not permitted on the premises.
7. TELEPHONES. THE HIRER must ensure that they have access to a mobile telephone in case of emergencies.

## St John’s Church Ashbourne -Single Hire Agreement

Registered Charity No. 515193

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