



The anglican and methodist church of **St. Andrew** **Paddock Wood**

Maidstone Road, Paddock Wood, Tonbridge, Kent TN12 6DZ

Booking Form for the hire of St. Andrew's Church Halls

Bookings Co-ordinator

Sue Wadsworth 07527 340113

The building is a blessing for the Church and the community. The Church welcomes the responsible use by groups and individuals. The Church Council has laid down these conditions for the benefit of all concerned. It may vary them at its discretion.

- All bookings should be made on the attached form and taken to the Church Office or sent by post.
- At the time of booking hirers for single events will be required to pay a deposit of £30 against possible damage or breakage. Cheque should be made payable to St. Andrew's Church. This will be returned to you provided no breakage or damage has occurred.
- Single hirers are expected to pay the full fee seven days before the event.
- The following fees will apply from 1st September 2011:-

Hall	Dimensions	Fees
Winter Hall	8 x 15 metres	£13.00 per hour
Mervin Hall	9 x 8 metres	£ 9.00 per hour
Wallis Room	Octagonal 9 metres across	£ 11.00 per hour

CCTV operates in the foyer for security purposes

A member of the Church will normally be present at the start of hiring and also at the end to lock and secure the building. If there are no other people in the building when you leave please contact the duty key holder who will come down and lock up for you.

Please ensure that you allow time to set up and pack away within the time shown on your booking form. Our key holders are all volunteers.

Conditions of Use

Please read carefully and retain for reference

Subject to availability, halls may be hired for meetings, parties (except on Sundays), exhibitions, uniformed organisations and educational purposes. Please note that Monday to Friday bookings should end by 10pm and Saturday bookings by 10.30pm.

Exceptions and Restrictions

- a) Sales to the general public by profit making concerns will not be permitted.
- b) Events that may generate an unacceptable level of noise, such as discos may not take place in the halls, out of courtesy to our neighbours.
- c) Alcohol may not be sold. If alcohol is to be served as part of an entry ticket you will need to apply, firstly to the Church Council for permission and, if granted, you will need to purchase a licence from the Local Authority. **If alcohol is to be consumed on the premises (e.g. for a quiz) you must obtain permission in writing from the Church Council at the time of booking.**

- d) Jumble Sales, by charitable or voluntary organisations, may only be held in the Winter Hall.
- e) Games which could cause damage to the building, especially to ceilings, will not be permitted. Only sponge balls may be used. Bouncy castles are not permitted.
- f) In some cases limits on the number of people attending may have to be imposed.
- g) Themed parties which may offend Church members, e.g. Hallowe'en, will not be permitted.

Facilities

The hire fee includes use of tables and chairs and hot water for tea/coffee making. Additional facilities, such as fridge and freezer have to be booked in advance. Use of **cooker** must be **pre-booked and paid for in advance**.

It is the responsibility of the hirer to set up chairs and tables and to put them away afterwards. In the Winter Hall tables must be stored face to face to prevent damage to the surfaces. Chairs should be stacked in 10s and moved using the trolley provided, backs facing outwards (Health and Safety).

Good Conduct

Users are expected to behave responsibly, to take good care of the premises, equipment and grounds and to be considerate and are to people in neighbouring homes.

In particular hirers should:-

- a) report to the office or church representative anything that is in need of repair at both start and end of hire.
- b) **clean tables, put furniture back where it was found, remove any rubbish from the premises, and wash, dry and put away utensils and crockery.**
- c) prevent noise that could disturb neighbours or other hall users, and enter and leave the building quietly.
- d) you should not put any drawing pins, sticky tape or blue-tack on walls or woodwork.
- e) you must strictly supervise any games played in the grounds.
- f) **you must make members or guests aware of fire doors and make sure that fire doors are kept clear. Fire doors must not be used as entrances or exits.**

Cancellation or Curtailment

The Church may have to cancel if the premises are required for an election other civic purpose or important Church services or meetings. The Church also has the right to cancel or curtail a booking in the event of actual or expected evasion of conditions of use or non payment of monies due.

Repair of Damage

The hirer will be required to meet in full the cost of professional repairs to the premises, equipment or grounds that are damaged as a result of the hirer's use of the premises.

Insurance

All hirers are expected to provide insurance for their own activities.

HIRE APPLICATION

Applicant name, address and telephone number

Charity or Organisation (if applicable) _____

Hall(s)/Room required. Please note that no food or drink is to be consumed in the Wallis Room.

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Date and time required from/to, remembering to book setting up and clearing up time. Bookings from Monday to Friday should finish by 10pm and Saturday bookings should finish by 10.30pm.

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Purpose of Hiring

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Approximate number of people attending _____

Safe from harm

St. Andrew's Church supports and complies with the Home Office code of practice 'Safe from Harm' (a copy is available for inspection at the Church Office). It is now a legal requirement that anyone working with children under 18 or with vulnerable adults needs to have clearance from the Criminal Records Bureau. By signing the Hire application form, organisations working with children and young people under the age of 18 confirm that they understand and adhere to the policies, procedures and recommendations contained in that code of practice.

I wish to hire the Hall(s)/Room and I have read and agree to be bound by the conditions of use. A deposit of £30 is attached (Cheques made payable to St. Andrew's Church).

Signed _____

Date _____