



OFFICE USE:

#

## APPLICATION FORM FOR THE HIRE OF St Philip's Church, Hall or Meeting Room

Please complete in BLACK and CAPITAL letter, and read the attached terms and conditions.

Day and date required .....

Start Time ..... Finishing Time .....

THIS FORM IS FOR PRIVATE PARTIES AND EVENTS ONLY.

Name .....

Address .....

.....

Tel ..... email .....

Function .....

Estimated Numbers attending .....

*If in doubt, please refer to the maximums for each room.*

Facilities Required

HALL ☐ Hall and kitchen ☐ Church ☐ Meeting Room ☐ Vestry ☐

Hire Fee booking Fee £ .....

Received by:

Date:

As: CASH / CARD

The total hire fee is due at the time of booking. No reservations are possible until the hire fee is paid in full. Fees can be paid in cash or debit/credit card only. We do not accept cheques. In the event of you cancelling a booking, please note the following: More than one calendar month notice, 50 per cent of the total booking fee will be returned. Less than one calendar months notice, no refund will be payable, unless we secure an alternative booking when 50% will be repaid.

ON THE DAY OF YOUR EVENT A REFUNDABLE DAMAGE DEPOSIT OF £200 IS PAYABLE TO COVER ANY DAMAGE. THIS WILL BE REPAID IN FULL WHEN THE HALL IS LEFT CLEAN, TIDY, WITHOUT DAMAGE AND AT THE SCHEDULED END OF YOUR EVENT.

I agree to pay for the hiring and deposit charges quoted and to observe and comply with the conditions of hire.

Signed ..... Date .....

### PAYMENT RECORD

The Total fee for the booking is based on the hourly rate for the time you are booking plus any extras. The total fee can be paid at the time of booking, or you can pay a minimum deposit of £200 (or the total fee if the total cost is less than £200) and pay the outstanding amount at least 28 days before the event. If you need to cancel, and do so more than 28 days ahead of the booking then we will return all fees paid less a £100 handling charge. If you cancel between 14 days and 28 days, we will return up to 50% of your fees. If you cancel less than 14 days before your event then we will withhold all fees. Bookings made within 28 days of the event need the full payment to be made at the time of booking.

Additionally, on the day of the event a **DAMAGE DEPOSIT PAYMENT** of £200 needs to be made. This will be returned after your event assuming there is no damage, the premises are left clean and the event finishes on time. Should this not be the case, then the **DAMAGE DEPOSIT** will be retained until the costs incurred can be assessed.

**TOTAL FEE DUE FOR THE BOOKING:****DAMAGE DEPOSIT (DUE ON DATE OF BOOKING)**[illegible]



Evington Road, Leicester, LE2 1HN

## Conditions for Hire and Use of Rooms and Facilities

These conditions form part of the basis of use and hire of the building, and are provided in good faith and as part of our Christian heritage. All bookings are subject to these conditions. The hall is provided for the local community to use for private parties such as weddings, birthdays and family gatherings. Public or community events, such as fairs, fetes, and anything open to the public, are only hosted by organisations that are partners with St Philip's Church and should, in the first instance, be arranged via the partner's contact.

Please note, the wooden crosses in the building are a symbol of our faith and must not be moved, obstructed or have items attached to them.

### General Conditions

1. A booking form must be completed and signed, by the hirer, agreeing to these terms and conditions and submitted to the church.
2. The quoted fee, and a refundable 'damage deposit', shall be paid, as requested, before the hire takes place. All events booked for must be paid for. An event cancelled before the booking but less than 28 days before will receive no refund unless we are able to re-book the cancelled slot. Bookings cancelled more than 28 days before the event will have 50% of paid fees refunded.
3. The time you have hired includes the time needed for setting up and clearing away.
4. The number of people present at any one time must not exceed the number stated on the booking form.
5. All breakages and damage must be paid for.
6. The Church is under no obligation to accept any booking, and may decline a booking, without explanation, where we believe that it is not appropriate for the church or the community to host your event.

**Acceptance of a booking is not an endorsement by the church of your event, cause or organisation, and no publicity should imply such an endorsement.**

### Licensing

7. The building is not licenced. Alcoholic drinks should not be sold and, normally, should not be brought on to the premises without explicit written permission from the church.
8. There is no licence for public entertainment. If live or recorded music is to be used, the Hirer shall arrange and pay for the appropriate licences. Any noise levels should be constrained to avoid nuisance to other users of the building and our neighbours.
9. Electrical equipment brought on to the premises should be safe and, if needed, have appropriate test certificates.

### Other conditions

10. Permission to use the building is limited to your group or party. You must not sub-let in anyway. And is only limited to the room(s) you hire. **You should be aware that other rooms may be in use at the same time as your booking and that the lobby area and toilets are shared by all users.**
11. Normally, no animals (other than registered assistance dogs) allowed unless by written permission.
12. No posters or similar shall be displayed externally or internally without written permission. Neither should existing posters be removed or obstructed.
13. No items shall be fixed to the building.

### **Safety**

14. Ensure you are familiar with all safety instructions. In particular, the location of fire exits, alarms and exit doors. Under no circumstances should fire doors be blocked or restricted in any manner.
15. No other heating or cooking appliances can be used.
16. No naked flames (including candles).
17. The whole building is no smoking, including the enclosed garden. If people smoke outside, please ensure any smoking related waste is cleaned up after.
18. In the event of an accident or incident, you must record the details in the incident book, and notify the church as soon as possible, and at least within 24 hours of the incident.

### **Other conditions**

19. Please leave the building and contents clean and tidy. All seating and tables must be returned to their original position. All water and litter should be cleared up and removed from the site.
20. Do not make any copies of key you may be lent. All keys must be returned after your booking.

### **If we need to cancel**

21. We will do our best to honour your booking but occasionally we might need to cancel a booking such as if the building is needed as a Polling Station, for emergency shelter or accommodation as directed by the local council. If we cancel your booking we will give you as much notice as possible. In such events our liability is limited to the original booking fee you paid, which we will return in full.

### **Booking a fund raising or awareness event**

22. We know that raising funds and awareness is an important part of helping charities both local, national and international. We will only consider such events organised **by** the Church, partner organisations of the church or statutory organisations, always at the discretion of the Church or when directed by legislation.

### **How we make a decision**

In all that we do, we seek to be fair whilst recognising that the church and church hall rely extensively on the good will of many volunteers and church members to open, operate and be maintained. The church hall is an important asset to the local community with many conflicting demands on its time, space, staff and volunteers. Some times we have to make difficult decisions, balancing the needs of existing users against new users, or determining whether a booking can be made. This is easier when there is clarity about the purpose for hiring the hall. The church appoints a small group of people to decide on bookings, and this group may, if needed, seek further advice, for example, from the council or Police.

**For the avoidance of doubt, if we are asked by the Police, or similar, to NOT host a particular meeting or organisation, we WILL ALWAYS follow this advice.**

### **Queries, questions, and problems**

Please contact us to discuss any queries or ask any questions. If you encounter a problem whilst using the building please let us know as soon as possible so that we might strive to put it right. Occasional users should contact the Hall Booking Officer. Regular users should talk to their contact person.

## TOP TEN TIPS FOR A GREAT EVENT

(that helps you get your damage deposit back)

**1. Allow enough time to set up and clear away when you book.**

The time you book is the time you are able to use the hall. There maybe an event on before or after you, so DO not arrange to have things delivered ahead of your event. Please make sure you finish on time. Your damage deposit maybe withheld if you overrun.

**2. Arrange to clean the hall at the end of your event**

We need all hirers to leave the Hall and facilities as you would hope to find them. Remember to allow for this when planning, and to check the toilets as well!

**3. Take your waste home**

It is your waste, not ours! Please do not fill our bin or leave the waste by the bin.

**4. Confetti and Glitter is hard to clear up**

We do not want to ban anything, and confetti looks lovely. But it is really hard to clear up. Remember, **you have to clear it up**. If you do not clear it, we will have to withhold your damage deposit and get someone in to clear it. Think about how you may contain it if you choose to use it.

**5. The kitchen is for serving food only**

The kitchen facilities are not suited for commercial cooking. Please do not dispose of food or fat down the drains. If they get blocked, we will have to withhold your damage deposit to cover the drain unblocking.

**6. Put the tables and chairs away neatly (and clean)**

Your hire charge includes using the tables and chairs, and they fit back really tidily if you are careful. Please put them back clean and tidy. If we have to restack them, or get them out to clean again, we will withhold your damage deposit.

**7. The main entrance is shared**

It can look lovely when you put out welcoming gifts, but remember that the main entrance may have people going into the church or other rooms. Please do not block entrances.

**8. Love our neighbours**

We love our neighbours. Please do not let your party spill out and cause a nuisance, and please also check for any litter outside before you leave.

**9. Sometimes, things go wrong.**

We want you to have a great time, but sometimes things go wrong. If you need help, we are always only a phone call away. You will be given a contact number for the person on duty during your party – phone them up if you need some help, assistance or advice.

**10. Have a great time**

Whatever your event or celebration, have a great time and we hope you will come back again soon.