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|  | **LATIMER PARISH HALL**  **St Mary Magdalene Church, Latimer, HP5 1UG** |

**BOOKING FORM**

Name 

Address

PostcodeTel. no. 

Email address

On behalf of (Self or Organisation 

Purpose of Hire

**PERIOD OF HIRE**

***SINGLE DAY HIRE*** DateDay of week 

Time from  Time to 

***REPEAT HIRE***

Day of week  Frequency (e.g. weekly) 

Time from  Time to 

Start date  End date 

**DECLARATION**

I hereby apply for the hire of Latimer Parish Hall for the times and purposes stated above, subject to the Terms and Conditions which I have read and to which I agree.

I agree to pay the sum of £ .

Signature or Print name 

Office held, if appropriate  Date 

**Payment method** (please tick as appropriate):

 By Bank Transfer to: Latimer PCC; sort code 60-08-34; account number 55031447; ref. Hall Hire

 Please send a copy of this form and a cheque, payable to ‘Latimer PCC’, to: The Treasurer, Latimer PCC, Blackwell Farm, Latimer, Bucks HP5 1TN

**LATIMER PARISH HALL**

**TERMS AND CONDITIONS OF HIRE**

1. The Hall shall be used only for the purposes declared by the hirer and approved by Latimer Parochial Church Council (‘the PCC’).
2. The hirer may not sub-let the Hall or any part thereof.
3. The hiring charge must be paid at the time of booking. No booking will be confirmed until payment has been made.
4. **The hirer shall be responsible for the following:-**
   1. That the Hall is left clean and in a condition satisfactory to the PCC and any damage, loss or breakages in or about the Hall and arising from the hiring, are made good.
   2. That no riotous, unlawful, disorderly or unseemly conduct or activity attributable to the hiring take place on or about the premises.
   3. That all rubbish, foodstuffs, containers or other materials, etc., used or otherwise, and which are the responsibility of the hirer or attributable to the hiring, be removed from the Hall and that no litter of any sort is left on the church grounds.
   4. That any statutory and licensing conditions arising from the hirer’s use of the premises shall be complied with.
5. No intoxicating liquor shall be brought on to, sold or consumed on the premises without the consent of the PCC.
6. The PCC shall not be responsible for any loss of, or damage to property, nor for any loss, damage, injury or liability incurred by any person or persons, arising from/or during the period of the hiring from any cause whatsoever.

The hirer also agrees to indemnify the PCC against any claim which may arise out of the hiring or which may be made by any person resorting to the Hall, and/or church premises in connection with the hiring, in respect of any such loss, damage, injury or liability.

1. No additional electrical equipment may be used in the Hall without the consent of the PCC. When amplification is used, music or oral, volume at all times must be kept down to a reasonable level.
2. The PCC reserves the right in an emergency to cancel any booking at short notice, on the the understanding that any fee paid is refunded and that it is not responsible for any loss, damage or inconvenience caused by the cancellation.
3. There must be no smoking in the Hall or in the areas adjacent to it including the toilet and lobby or in any of the church buildings whatsoever.
4. The hirer undertakes to conduct and adhere to an appropriate risk assessment for their event. Integral to this must be a safeguarding plan to ensure appropriate protection for children and vulnerable adults attending. Please either supply a copy of your own safeguarding plan or complete and return the church form (attached, next page) with your hire confirmation.

[**SAFEGUARDING PROVISION**](#_Appendix_6:_Model) **FOR HIRE OF CHURCH PREMISES**

**The Parochial Church Council of St Mary Magdalene, Latimer has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon your complying with it unless you already have an equivalent policy of your own.**

**You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.**

**In particular this means that:**

* you will comply with the Church of England Code of Safer Working Practice, unless you have equivalent good practice guidance for work with children and young people or vulnerable adults;
* you will provide the church with a copy of your organisation’s Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
* you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
* you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
* you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
* no person under the age of 18 years will be left in charge of any children or young people of any age;
* no child or group of children or young people should be left unattended at any time;
* a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
* you will immediately (within 24 hours) inform the Parish Safeguarding Lead of:

(a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it

* (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**The Parish Safeguarding Lead for Latimer Church is: Michael Todd; tel. no: 01494 766392**

**DECLARATION**

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signature or Print name 

Designation (if appropriate) 

Organisation  Date 

**Please sign two copies, one to be retained by the church, and one by the hirer**

**The Parish of St Mary Magdalene, Latimer**

**SAFEGUARDING POLICY**

**PROMOTING A SAFER CHURCH**

In accordance with the Church of England Safeguarding Policy our church is committed to:

* Promoting a safer environment and culture.
* Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
* Responding promptly to every safeguarding concern or allegation.
* Caring pastorally for victims/survivors of abuse and other affected persons.
* Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
* Responding to those that may pose a present risk to others.

The Parish will:

* Create a safe and caring place for all.
* Have a named Parish Safeguarding Lead to work with the incumbent and the PCC to implement policy and procedures.
* Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
* Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
* Display in church premises and on the front page of the parish website the details of who to contact if there are safeguarding concerns or support needs.
* Listen to and take seriously all those who disclose abuse.
* Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Team and statutory agencies immediately.
* Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
* Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
* Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
* Inform the Diocesan Safeguarding Team if we use an alternative DBS Umbrella Body to APCS and if we receive any DBS Disclosures that are not clear.
* Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

**Parish Safeguarding Lead**  Tim Leary – 07749 420646

**Incumbent**  Revd. David Whale

**Churchwarden**  Helen Leary

Date: 2.1.22

Please send a copy of your Safeguarding Policy to: [safeguarding@oxford.anglican.org](mailto:safeguarding@oxford.anglican.org) or Diocese of Oxford Safeguarding Team, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF