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

**BOOKING FORM**

Name  ****

Address ****

Postcode **** Tel. no. ****

Email address ****

On behalf of (Self or Organisation): ****

Purpose of Hire ****

**PERIOD OF HIRE**

**SINGLE DAY HIRE Date Time from Time to**

**Day of week (e.g. Mon, Tues)**

**…………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………**

**REPEAT HIRE**

**Day of Week Time Time Start Frequency End Date**

**(e.g. Mon, Tues) from to 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 £  and declare that this agreement to hire the Hall is solely for the purposes and for the persons stated above.**

**Signed: **

**Office held, if appropriate  Date:**

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

**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 condition satisfactory to the PCC and any damage, loss or breakages in or about the Hall and arising from the hiring, is made good.
	2. That no riotous, unlawful, disorderly or unseemly conduct or activity take place on or about the premises attributable to the hiring.
	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 or injury.

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 circumstances of emergency to cancel any booking at short notice, upon the terms that any fee paid is refunded and that they are 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 kitchen, toilets and lobbies or in any of the church buildings whatsoever.
4. The hirer must accept responsibility as the ‘Named Adult in Charge’ at all times under the terms of the Children Act and other legislation that is from time to time in operation with respect to the mental, physical, emotional and sexual safety of any children (under the age of 18) on the premises or on the church site as a part of or associated with the hiring. Such responsibility includes the vetting and general suitability of any sub-contractors (children’s entertainers, etc.) employed, and the appointment of appropriate numbers of internal and external event stewards by the hirer.