

BOOKING FORM FOR USE OF CHURCH PREMISES



Parish of St Mark's Salisbury St Andrew's Laverstock
Halls Booking Coordinator: Jane Holme
Parish Office
64, Barrington Road,
Salisbury SP13JD
Tel: 07933 952171
email: hallhire@stmarkstandrew.org

HIRER'S NAME &
ORGANISATION: _____

DATES OF HIRE

PURPOSE OF HIRE:-

EVENT TIME:-
(15 minutes set up & clear up is
permitted – if longer is required
please add to event time.)

START: _____ END: _____
ENTRY: _____ LEAVING: _____

HIRER'S ADDRESS:-

PHONE NO:-

EMAIL ADDRESS:-
_____ (for booking confirmation)

REQUIREMENTS:- (Please indicate)

- BARRINGTON CENTRE (BISHOPDOWN) (MAX 50)
- ST MARK'S CHURCH + ANNEXE (MAX 260) ANNEXE ONLY (MAX 100)
- ST ANDREW'S CHURCH + CURTIS ROOM (MAX 130) CURTIS ROOM ONLY (MAX 35)

Church equipment required:-

I, the hirer wish to book the above and agree to comply with the conditions overleaf,
and pay the charges as agreed with the Booking Coordinator.

I enclose full payment totalling £ _____

HIRER'S SIGNATURE:-
_____ DATE:-

Please make payment by cheque, cash or a direct bank transfer into the account of
The PCC of St Mark Salisbury & St Andrews Laverstock, Sort Code 40-52-40 Account No 00009668. Reference: HALLHIRE
REMINDER: No-one will be present to let you in. Please make sure you know the arrangements in advance.

Administration checks: payment received
 confirmation and booking information sent

TERMS & CONDITIONS OF HIRE

St Mark's Salisbury and St Andrew's Laverstock churches are used primarily for activities associated with the Church. However, when available, they may be hired for approved purposes and to members of the local community. The use of all Church buildings is governed by the Parochial Church Council ('PCC') and is permitted only by those who agree to abide by the Conditions of Hire.

PAYMENT

Booking: To secure your booking, a booking form needs to be completed and paid in full and will be confirmed.

Chargeable time: The hire cost covers the 'event time' and up to 15 minutes set up and clear up time. If a longer time is required this should be added to the 'event time' and will be chargeable.

Cancellation: *By Hirer:* If it is necessary to cancel the booking the hire charge will be refunded in full only if notice of cancellation is received at least one week before the booking is due to commence. This may be subject to an administration fee. *By Church:* If for any reason we need to cancel your booking you will have a full refund.

Fees: If a letting fee applies, please see our charges sheet. Discounts are available for frequent or community use. As of 1 January 2021 they are as follows:-

	Hourly rate	Day 8 hours
Barrington Centre with kitchen	£15	£75
St Mark's Church and Annexe	£40	£200
- Annexe Only with kitchen	£20	£100
St Andrew's Church and Curtis Room	£25	£125
- Curtis Room Only with kitchen	£10	£50
Parties may only be booked for a 3 hour minimum slot	£45-£60 minimum	

PROCEDURES

Entry: In most cases the hirer must collect a key in advance or be let into the building personally. Please ensure you know the arrangements in advance.

Time Limit: All functions must be operate within the agreed times and be finished by 10.30pm and the building vacated by 11.00pm.

Noise: The hirer must ensure that noise levels inside and outside the building are at a reasonable level. Hirers must inform the church of any sound amplification equipment (greater than 10W) they intend to use during the event.

Security: The hirer must ensure that the building is properly locked after use, including internal doors between church/hall.

Advertising: Any published advertising must clearly display the name of the person or organisation responsible for the event and should be submitted to the Booking Coordinator.

Kitchen facilities: Provision is made for making refreshments, washing up and heating up using a microwave. No cooking or use of other facilities is allowed without permission/instruction.

CARE OF PREMISES

Tidying: Rooms should be left in at least the same condition as they are found. All tables and chairs need to be returned to their positions. If an excessive amount of mess has been left the hirer will be charged caretaking fees.

Fixings and tape: No adhesive or fixing materials may be used which may damage the fabric of the premises.

Waste: Hirers must bring waste disposal bags and take away all their waste from the premises.

Damages: All damages and breakages are to be notified to the Parish Office. Repair or replacement will be the responsibility of the hirer.

Electrical equipment: Any electrical equipment brought in by the hirer shall be safe, in good working order and used in a safe manner. Electrical circuits are not to be overloaded.

REQUIREMENTS

Responsibilities: The hirer is responsible for the behaviour of all persons using the premises, whatever their capacity, including proper supervision of parking arrangements outside the building. When parking, driveways should be kept clear.

Usage: The premises shall only be used for the purpose for which it is let, and the hirer, or named representative, must be on the premises during the letting. Access to and use of rooms or equipment that are outside your booking is not permitted.

Alcohol: No intoxicating liquor is to be sold or given away on the premises without prior agreement.

Smoking: Smoking, or the use of electronic smoking devices, is not allowed inside the building. If smoking outdoors, all cigarette butts must be removed.

Animals: No animals, except dogs trained by member organisations of Assistance Dogs UK (which includes Guide Dogs), are to be brought onto the premises without permission

Dangerous appliances: The church reserves the right to refuse to allow any article or appliance that it may consider dangerous or offensive to be brought into the building. No naked flames or pyrotechnics are permitted.

Child Protection: Users must make note of our Safeguarding Policy which is posted in each premises and at our website. Users may be required to have their own Child Protection Policy and procedures that are consistent with these standards.

Fire & Emergency Plan: Before use the hirer must make themselves familiar with the Fire & Emergency Plan (on display in the premises) and the location of fire extinguishers. Emergency exits must be left clear at all times.

First Aid: The hirer should make themselves aware of the position of First Aid boxes. The Booking Coordinator should be informed if any First Aid is used. Any accidents should be recorded on the Accident Forms inside the First Aid Box and returned to Parish Office.

Emergencies: The hirer must have access to a mobile phone for emergency calls.

Capacities: Hirers must ensure room capacities are not exceeded. These are available on request.

Public entry: Hirer must inform the booking coordinator if their event is open to the general public with tickets on sale at the door.

Appointed official: The church reserves the right for any appointed official to visit the premises at any time. If the conditions of hire are being broken, or if you do not comply with any reasonable request, the official is authorised to immediately close the premises.

Insurance: The use of our premises is at your own risk. The hirer shall be responsible for making arrangements to insure against any third party claims which may lay against their person or organisation whilst using the premises. The PCC cannot be responsible for any loss of, or damage to, any property arising out of the hiring, nor for any loss, damage, or injury which may have occurred by, or happen to any person, during the hiring.

Finally: On leaving, please ensure that the premises are clean and tidy ready for the next users. Please check that all lights are off, all windows closed and fastened and internal and external doors secured. Please return any borrowed keys promptly.