

# 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

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HIRER'S NAME & ORGANISATION: \_\_\_\_\_ DATES OF HIRE \_\_\_\_\_

PURPOSE OF HIRE:- \_\_\_\_\_

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

HIRER'S ADDRESS:- \_\_\_\_\_  
\_\_\_\_\_

PHONE NO:- \_\_\_\_\_

EMAIL ADDRESS:- \_\_\_\_\_ (for booking confirmation)

REQUIREMENTS:- (Please indicate)

- BARRINGTON CENTRE (BISHOPDOWN) (MAX 50)  
 ST MARK'S CHURCH + ANNEX (MAX 260)  ANNEX ONLY (MAX 100)  
 ST ANDREW'S CHURCH + CURTIS RM (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.**

# TERMS AND 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, to members of the local community. The use of all Church buildings is constrained 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. During Oct-April extra heating costs may apply. As of 1 January 2026 they are as follows:-

	Hourly rate	Day 8 hours
<b>Barrington Centre</b> with kitchen	£15	£75
<b>St Mark's Church</b> whole building	£30	£150
- <b>St Mark's Annex Only</b> with kitchen	£15	£75
<b>St Andrew's Church</b> whole building	£20	£100
- <b>St Andrew's Curtis Room</b> +kitchen	£10	£50
<b>Parties (Annex, BC, Curtis Room)</b> 3 hour minimum slot	£15 £45 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 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 and 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 and 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 are responsible for taking away all their waste from 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 outlets 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.

**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 alcohol is to be sold or given away on the premises without prior agreement.

**Smoking:** Smoking or vaping, is not allowed inside the building. If smoking outdoors, all cigarette butts must be removed.

**Animals:** No animals, except Assistance Dogs UK (which includes Guide Dogs), are to be brought onto the premises without prior agreement.

**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.

**Safeguarding:** Users must make note of our Safeguarding Policy which is posted in each premises and at our website. Regular users are required to have their own Safeguarding 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 and the Parish Office informed.

**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 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 and all lights turned off, ready for the next halls users. Check that all windows are closed and fastened and internal and external doors secured. If you have temporarily received a set of keys please return them promptly.