



APPLICATION FOR A PRIVATE HIRE OF THE CHURCH ROOMS, RATBY

Please complete and return this form to
'The Bookings Officer'

C/o The Church Parish Office,
19 Church Lane, Ratby, LE6 0JF



The booking will not be confirmed until this completed form is returned to the Bookings Officer.

If you have any queries, please contact Mr. Chris Boothby on:-

[a] 07306 390543 [b] 0116 291 2796

Hirer Details:-

NAME	
ADDRESS	
PHONE	
DATE	
TIMES (From – Until)	
NO. ATTENDING	
PURPOSE (Meeting/Party/etc)	
PLEASE INDICATE HOW MANY TABLES / CHAIRS YOU NEED * see below	TABLES (seat 8) CHAIRS
1 BOUNCY CASTLE IS PERMITTED. PLEASE INDICATE IF YOU WILL BE HAVING 1	YES / NO
ANY SPECIAL REQUIREMENTS	

** Tables and Chairs are kept in the Store Room and are available for you to use, please put them away into the designated area after use – Notice in the area shows storage system. Thank you.*

CHARGES

Please be advised that we request a **£20 deposit at the time of booking**. Please send this with your completed Booking Form. Cheques should be made payable to **'Ratby Church Rooms'**, or a BACS can be made to: Ratby Parish Church Council-Church Rooms – Sort Code 08-90-77 & A/c.No.50026827

Hire of Hall and Kitchen	£25.00 per hour x No. of hours =	£
	£30.00 per hour after 10.00pm x No. of hours =	£
Bouncy Castle	£25.00 additional electricity charge etc. =	£
	TOTAL	£

Confirmation will be sent to you, with details of the booking and outstanding fees owed. Please bring this with you to the event and give to the Bookings Officer.

Hirers **MUST** enter into the following undertaking:-

I undertake to pay any extra cost for additional use and/or damage, whether wilful or not, to the buildings or contents occasioned by my use of the premises and to abide by the 'Conditions of Hire' as set out above and overleaf, which I have read in full.

Signature of hirer **Date**

Conditions of Hire overleaf >

The person named in the Hiring agreement shall be responsible for ensuring that the followings Terms and Conditions of hire of church rooms are complied with in all respects.

The Hirer will enter into a Hiring Agreement with the Parochial Church Council (PCC) of Ratby Parish Church

1 Your booking

- 1.1** That a booking is not confirmed until a completed Hire Agreement has been received, agreed and any required deposit has been paid
- 1.2** This Deposit will only be returned in the event that the PCC cancels the booking. The PCC reserves the right to cancel the booking if exceptional, unforeseen circumstances arise, or any breach of these conditions or if there is a misstatement or material omission in connection with the Hire Agreement Form particularly relating to the purpose of the hire.
- 1.3** To pay the balance of fees due before the commencement of the booking. If the Hirer wishes to cancel the booking and the PCC is unable to rearrange another booking then the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so.
- 1.4** That the use of the Car Park is included in this hire agreement, however it is the responsibility of the Hirer to ensure that Church Lane remains accessible and safe to residents in the area.

2 Preparing for the event

- 2.1** To be responsible for obtaining any local authority or other licences necessary in connection with the booking
- 2.2** To be responsible for obtaining adequate insurance against any third-party claims which may lay against the Hire or the Hirer's organisation whilst using the premises.
- 2.3** That it has read the PCCs Safeguarding Policy and agrees to adhere to its recommendations in relation to their work with children, young people and vulnerable adults.

3 On the day

- 3.1** To be responsible during the period of hiring for supervision and security of the premises and protection of the fabric and contents from damage and ensure that all attendees are informed that the whole building is designated as a NO SMOKING AREA
- 3.2** That the Caretaker and PCC have access to all areas hired during the period of hire.
- 3.3** That the fire apparatus of the premises are not interfered with in any way and that all emergency exits are not obstructed and all persons using the premises are aware of the location of fire appliances and emergency exits. Release the bolts on the 3 fire doors (kitchen, hall and near toilets)
- 3.4** That the amount of noise or other disturbance to an acceptably low level during the period of hire, and also during arrivals and departures so as not to cause nuisance or inconvenience to neighbouring properties. No music is to be played after 10-30pm ensure all persons have departed by 11pm
- 3.5** That time for setting up and clearing away the event, are clearly defined in the Hire Agreement and adhered to.

Appendix 1

The Parish of St. Philip & St. James Ratby SAFEGUARDING POLICY STATEMENT PROMOTING A SAFER CHURCH

The Safeguarding Policy was agreed at the Parochial Church Council (PCC) meeting held in March 2023

Ratby Parish Church regards the safe care and protection of children and vulnerable adults as of utmost importance. Groups or individuals that Hire or use Church premises are expected to share this concern and make appropriate provision for the protection of children and vulnerable adults attending their event.

In accordance with the Church of England Safeguarding Policy, promoting a Safer Church, which has been adopted by the PCC, 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 Officer (PSO) 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 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 Adviser (DSA) 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.
- 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.

This church appoints Joan Hawkins as the Parish Safeguarding Officer Tel. 07545909868

If you wish to see a copy of our Safeguarding Policy please contact Joan Hawkins