

Example Document from a Parish

Parish Administrator Mrs Diane Hawkins
Parish Office
Heaton Vicarage
2 Towncroft Lane
Bolton
BL1 5EW
Tel & Fax: 01204 492169
Email: office@christchurchheaton.org.uk



CHURCH CENTRE BOOKING FORM

Name of hirer: _____

Address: _____

Phone _____ email: _____

Dates for booking: _____

Time: From _____ until _____

(please ensure you allow time for setting up/clearing way)

Purpose of booking _____

I have received and read the Guidance Notes and Terms and Conditions of Hire and agree to abide by them.

Signature _____

Date _____

Diocese of Manchester
www.manchester.anglican.org
Church Website: www.christchurchheaton.org.uk



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CHRIST CHURCH CENTRE GUIDANCE NOTES

Thank you for your booking/enquiry about our Parish Centre. The facilities are of a very good quality and at a reasonable price and we wish to keep them that way. We have limited staff resources and no full-time caretaker. This means that we have to pay attention to running costs and to regular cleaning and for this we need your co-operation.

Your attention is drawn to the following information:

1. All bookings to be made through the Parish Office. This is usually open on Tuesday, Wednesday and Friday mornings between 10.00am and noon and Thursday afternoons; contact can be made either by email, telephone, letter or in person.
2. The church has priority use of the Centre. If any changes to a confirmed booking are necessary, we will endeavour to give one month's notice or longer if at all possible.
3. In order to maintain the high standard of the building, all users are requested to leave the hall in a clean, neat and tidy condition. As we do not have a caretaker, users are asked to comply with the following:

HALL:

1. Sweep the floor to clear away any rubbish.
2. If a spillage occurs, only use CLEAN water to mop it away.
3. Return window blinds to the open position (if used).
4. Stack chairs neatly in threes, and clear of radiators and emergency doors.

KITCHEN:

1. Wash all pots and utensils and return to the cupboards.
2. Any towels used to be washed and returned clean.
3. Remove any rubbish, especially food waste to the wheelie bins at the entrance gates.
4. Ensure all electrical and gas appliances are switched off.



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TOILETS: Please use the plastic bags to remove soiled nappies etc to the outside wheelie bins.

GENERAL:

1. Close all doors and windows and switch off all lights before leaving.
2. Ensure main door is locked on leaving.
3. Report any defects to me either by telephone on 492169 or by letter (there is a letterbox located on the right hand side of the entrance).

4. The present booking rate is £ per hour. To confirm bookings, cheques, made payable to Christ Church, Heaton should be paid at least one month in advance.

If we work together we can ensure the continuation of this parish facility for future generations. If you have any suggestions on how to improve this service, please contact the parish office

EMERGENCIES: In case of emergency contact one of the following:

John Craggs	841133
Arnold Tyson	843758
Peter Ault	494757
Stuart Barnes	847565
Richard Latham	844918



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CHRIST CHURCH CENTRE TERMS AND CONDITIONS OF HIRE

1. The person named on the Agreement will be responsible for the conditions of hire being adhered to and shall be present in the building throughout the period of hire.
2. The Hire Agreement is personal to the Hirer and s/he must not assign or sub let any of the benefits granted by this Agreement.
3. Individuals or groups using the premises must arrange their own insurance against personal injury whilst on the premises [which includes the grounds], and against damage to the Hirer's equipment etc. whilst in use or stored on the premises. The Hirer agrees to indemnify the Parochial Church Council of Christ Church Heaton against any actions, proceedings, costs, claims and all liabilities arising from the Hirer's use of the premises.
4. By entering into the Agreement for Hire, the Hirer undertakes:
 - i. To maintain the premises in a tidy, wholesome and clean condition
 - ii. To use for no other purpose other than that specified in the Agreement
 - iii. To immediately notify the Centre Manager of any breakages, damage, faults or any matters requiring action.
 - iv. To reimburse the Parochial Church Council for the costs of any repair or breakages etc. occasioned by the Hirer
 - v. Not to permit or suffer any activity etc. which may cause a nuisance or annoyance to adjacent property or owners
 - vi. Not to carry out any alterations or install/fix equipment, notice boards etc. without the consent of the Centre Manager
 - vii. To ensure all fire exits are kept clear of obstructions whilst the Centre is in use
 - viii. To ensure all lights, heating, water taps etc. are turned off and, where the responsibility is devolved to the Hirer, ensure that the premises are secured on leaving
 - ix. Not to interfere, use, damage or modify any fixtures, fittings, loose equipment, furniture, goods or posters/notices, which belong to other hirers/users.
5. The whole of the premises are designated "No Smoking"
6. No intoxicating substances, including alcohol, may be stored on the premises
7. Alcohol may only be consumed on the premises with prior agreement with the Centre Manager
8. It is expected that any Hirer using the premises for children's/young people's activities will have a Child Protection Policy in place
9. Any Agreement to Hire does not give an exclusive right to use the premises.
10. Ball games are not permitted on the premises
11. The Parochial Church Council, at all times, reserves the right to refuse any application for hire which, in its opinion, falls outside the ethos and purpose of the Centre and, to cancel any Hire Agreement where the Hirer fails to respect the Terms and Conditions of Hire.
12. The Parochial Church Council reserves the right to review the hire charges and any new charges to come into force on the first day of January each year.

