

HENGOED WITH GOBOWEN PAROCHIAL CHURCH COUNCIL CHURCH HALL BOOKING FORM

Name of person/organisation	
Address	
Contact Number	
Description of event/use, including max. attendance	
Date of booking requested	
Time requested	
Total Charge	
Deposit Paid	
Balance Due	
<i>Please make cheques payable to: Hengoed with Gobowen PCC</i>	
Comments	
Signature of hirer	
Date	
<i>By signing this form, I signify acceptance on my own behalf (or as an authorised person on behalf of the hirer) of the term and conditions which I have read and understood.</i>	

TERMS AND CONDITIONS FOR HIRE OF THE CHURCH HALL

(Version 5: 21 September 2020)

1. General.

The Church Hall is available for booking by individuals and organisations subject to all activities undertaken therein being compatible with the reasonable interests of neighbours and of the sanctity and reputation of the Church.

- . 1.1 Hirers may only undertake those activities agreed with the Booking Secretary and recorded on the booking form. Unless otherwise agreed and recorded on the booking form, **Hirers may not bring into or use in the Hall trampolines, bouncy castles or other equipment likely to damage the flooring or any other parts of the Hall. In the case of a dispute**, the decision of the PCC is final.
- . 1.2 Alcohol must not be sold in the hall
- . 1.3 Hirers must be over 18 and events attended by under-18s must have adequate adult supervision.
- . 1.4 Charges include gas and electricity and use of the kitchen, kitchen equipment, crockery and cutlery, unless otherwise noted.

2. Responsibilities of the Hirer include:

- . 2.1 Ensuring that regulations surrounding Child Protection and Protection of Vulnerable Adults are complied with
- . 2.2 Ensuring that any and all required permissions and licences from local authorities are obtained
- . 2.3 Ensuring that the behaviour of all users of the Hall in relation to the hiring is in compliance with these Terms and Conditions.
- . 2.4 Recognition that the Hirer is responsible for all goods, materials and equipment brought onto Church property and for insuring same, as the Church insurance does NOT extend to such items.
- . 2.5 Leaving the Hall tidy and litter free with chairs and table returned to their original positions as at the start of the session.
- . 2.6 Observing all fire and other health and safety advice as posted.
- . 2.7 Observing the PCC's no-smoking policy within the Hall.
- . 2.8 To reimburse the PCC for the full replacement cost of any breakages or for the full cost of repairs in the case of damage.
- . 2.9 To turn off all lights and unplug all portable electrical appliances prior to leaving the premises

3. Security.

- . 3.1 The Hirer must make secure all windows and doors prior to vacating the Hall.

4. Safeguarding

The Hirer must agree to and sign the safeguarding addendum when undertaking any activity that involves children, young people or vulnerable adults, for example a pre-school, youth group or mental health support group. This does not include hiring by private individuals for private events, e.g. a child's birthday party.

For ongoing groups, this safeguarding agreement must be renewed annually.

5. Charges.

The PCC sets the charges for use of the Hall and reviews them at least annually. The charges to be made for a particular booking are set out on the booking form prior to its signature by the Hirer and Booking Secretary.

- . 5.1 A deposit is normally required at the time a booking is accepted. This may be waived at the entire discretion of the PCC.
- . 5.2 Charges are specified on a 'per-session basis, a session being a morning (between 9am and 12 noon), an afternoon (between 1pm and 5pm) or an evening (between 6pm and 11pm).
- . 5.3 A booking for part only of a session will incur the full session charge.
- . 5.4 The PCC may, at its discretion, provide a discount for regular users (10 sessions or more) or for early booking.
- . 5.5 Payment of Charges must be made prior to the date of the event or the first of a series of bookings. Cheques should be made payable to "Hengoed with Gobowen PCC" and receipts for payment by cheque will be issued only if specifically requested. BACS details available on request.

6. Cancellations.

If, for reasons beyond its control, it becomes necessary for the PCC to cancel a booking at short notice:

- . 6.1 The PCC will attempt to find a mutually acceptable alternative date and time for the event.
- . 6.2 If it proves impossible to find such an alternative, the PCC will refund the charge applicable to the hire session in question.
- . 6.3 This refund represents the only liability of the PCC towards the Hirer in such situations.

7. Disclaimer .

Save for the provisions of Paragraph 5 above and to the extent allowed by law, the PCC accepts no liability for any loss, damage or injury suffered by the Hirer or other users of the Hall involved in the Hirer's event howsoever caused.

8. Insurance.

It is the Hirer's responsibility to arrange appropriate insurance cover for all liabilities which could arise out of their occupation of the Hall and activities whilst using the Hall. The Insurance cover should include cover for death or personal injury to third parties (including employees and volunteers) or damage to the Hall or the property of others during the use of the Hall by the Hirer. The PCC reserves the right to check the existence of such cover on request (but this condition shall apply whether or not such check has been made).

9. Indemnity.

The Hirer indemnifies the PCC from all legal liability arising out of the Hirer's use of the Hall.

ADDENDUM: SAFEGUARDING PROVISION

(Version 1: 21 September 2020)

The Parochial Church Council of All Hengoed with Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Team of:
 - a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Team for All Saints' Church are: Mel Johnson (Lead Safeguarding Coordinator) and Steve Nicholson (Vicar).

They can be contact on safeguarding.hengoed@gmail.com or phone the vicarage on **01691 590564**.

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Designation

Organisation Date

Please sign two copies, one to be retained by the church, and one by the organisation.