

## **BOOKING AGREEMENT FORM**

This Agreement relates to the hire of premises at St. Peter's Church Centre, York Avenue, Jarrow, by:-  
.....(Name of Hirer) on .....(Date)for .....

St. Peter's Church welcomes you to the use of our premises and will provide access to our building between the hours of .....and ..... for the agreed fee of £.....for the use of our facilities comprising of the Hall/Community Room/Kitchen\* (*delete as appropriate*). If paying by cheque, please make payable to Jarrow PCC.

*\*Please note that our kitchen facilities are offered for your convenience but are not suitable for any major food preparations. The Hirer should seek to ensure that such health and hygiene procedures are followed in order to ensure the safety and wellbeing of the members of their group. Please also note that any electrical equipment brought onto the premises e.g. cassette players, etc., should be PAT tested with the relevant information attached.*

### **Issues Regarding the Use of Premises**

The Church will endeavour to offer our premises in good order, clean, tidy and well-maintained. Please ensure that we are to continue to offer this to all our users by treating our premises with respect and in particular to the following:-

- Rooms should be left as the Hirer found them with chairs returned to the same position and tables stored appropriately.
- **All rubbish should be removed and placed in the trade recycling or trade waste bin outside or taken away with you. Recycling material (cardboard, paper, cans, glass & plastic bottles) should be put the recycling bin but should NOT be in plastic bags. Left-over food should be taken away with you.**
- Consideration should be given to our neighbours with regard to parking, noise levels and disturbance, particularly if your use of the building is during unsociable hours.
- There is a No Smoking policy within our buildings, and bins for deposit of cigarette ends can be found outside. Smokers are asked to stand well away from the buildings.

### **Fire and Safety**

The Hirer named is responsible for ensuring the safety of their group by informing themselves and their group of the location of fire exits and procedures, and safety equipment. In the event of fire or accident please contact the emergency services, and if possible, also Churchwardens (Rita Blakey, telephone 07981852305, or Jacki Dunn 0780186891) or the Priest in Charge Revd. Gillian Maude, 483 3369.

### **Public Liability Insurance**

As an occasional user of our premises your event is covered under the Public Liability Insurance of the Church; however, this may not extend to a third party (e.g. children's entertainer, choir) or dangerous activity (e.g. bouncy castle) in which case the hirer should ensure that an appropriate level of insurance is obtained. We are not responsible for personal items or equipment owned by you or any members of your group (or your guests, in the case of a party)

### **Safeguarding of Children and Vulnerable Adults**

It is the policy of our Church to ensure that the highest standards are met with regard to the safeguarding of children and vulnerable adults. The Hirer is deemed the responsible person for the care of such persons while on our premises. Please ensure their safety and wellbeing is maintained.

### **Faults/Damages/Comments**

Should you experience any difficulties with our premises, or other problems, please contact the Churchwardens with any urgent matters. Other comments can be addressed in writing to the Parish Office

### **Cancellation**

As governing body, the Parish Church Council maintains the right to refuse or cancel any bookings of the Church premises. In such cases of a cancellation of an event the intended Hirer would be informed as soon as possible of the reason for this and any monies paid would be refunded.

**Please sign and return one copy of this form to the Secretary at the Parish Office, together with your payment, to indicate your agreement to the above. Your event will not be entered into the Church diary unless payment is made.**

**Signed.....Contact Tel.No.....Date.....**

**This agreement is intended simply to set out clearly the responsibilities of both the Church and the Hirer for mutual benefit. Should you have any question in regard to it please direct your enquiry initially to the Parish Office (Tel. 489 1925)**