

Booking Agreement Form

This Agreement relates to the hire of the premises at St. Peter's Church Centre, York Avenue, Jarrow.

.....(Name of Hirer) on..... (Date)for

St. Peter's Church welcomes you to the of our premises and we will provide access to our building between the hours of.....and.....for the agreed fee of £30 for the use of our facilities comprising of the community room/ kitchen or hall and kitchen only or for £40 hall/Kitchen/and Community room*(delete as appropriate) if paying by cheque please make payable to the PCC of Jarrow and Simonside or pay by bank transfer:-

Sort code :- 20 80 47 Account no 50222623

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 they follow such health and hygiene procedures in order to ensure the safety and wellbeing of their group. Please also note that any electrical equipment brought onto the premises e.g., cd 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 if 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 and chairs returned to the same position and tables stored appropriately.
- **All rubbish should be removed and placed in the Trade Waste Bin outside or preferably taken home with you. No leftover food to be left on the premises.**
- Consideration should be given to our neighbours with regard to parking, noise levels and disturbance, particularly if your use is during unsociable hours.
- There is a No Smoking policy within our buildings. Smokers are asked to stand well away from the building and use the ashbins on the walls outside the doors.

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 the fire exits and procedures. In the event of fire or accident please contact the emergency services, and if possible, also the Churchwarden (Rita Blakey telephone 07981852305).

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 be extended 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 guest, in the case of a party)

Safeguarding of Children and 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 persons for the care of such persons while on the premises. Please ensure their safety and wellbeing are maintained.

Faults/Damages/Comments

Should you have any trouble with our premises, or other problems, please contact the Churchwarden with any matters. Other comments can be addressed to the Parish Office, St. Peter's Church Center, York Avenue, Jarrow. NE32 5LP.

Cancellation.

As a governing body, the Parish Church Council maintains the right to refuse and cancel and 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 copy of this form to the Parish Office to indicate your agreement to the above. Your event will not be entered into the Parish Diary until payment is received.

Signed..... Contact Tel No..... Signed.....