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September 9, 2023

Dear Hall Booker

Thank you for your enquiry about hiring the Upper Room in the Fitz Wygram Church Hall.

The hire fee is £25 an hour + a damage deposit.

Please complete the attached form and return it to me. (If you don't have a scanner, I can accept a typed signature.) I am also attaching a general guide to hiring the hall or church, which may answer any other questions you have, but do contact me if you need further information.

**Please ensure that you have included setting up and clearing up time in your hire** as we often take several bookings for the same day, and you won't be able to start before the agreed time and will have to be out by the end of the agreed hours. Most parties include an extra hour's hire to allow for this, and most bookings are for three hours. There are recycling and waste bins in the hall car park outside the main doors.

**Alcohol may not be served to adults at children's events or parties. Where alcohol is served at adult events, we request a higher damage deposit of £125.** Full details are contained in the information pack that goes with this letter.

We cannot hold a provisional booking for more than a week without payment. Once your booking is confirmed we can arrange a time for you to collect a hall key in the days running up to the booking.

I hope your party/event is a great success.

Yours sincerely

Nick Bagge

Parish Administrator

## Booking Form for Hiring the Upper Room - Fitz Wygram Hall

Hire is subject to the conditions sent with this form

### Hirer's contact details

Full name	
Address	
Telephone number	
Email address	

### Function details

Day & date of hire			
Start time (to include setting up)		End Time (to include clearing up)	
Purpose of hire	<i>(Please give details of entertainer/activities, etc.)</i>		
Alcohol being served?	<b>YES/NO</b> (delete as applicable)	Alcohol may only be served at adults' events	
Approximate number of adults		Approximate number of children (please include age range)	

### Payment details

<b>TO CALCULATE HIRE CHARGE</b> <b>(a) £25 per hour x number of hours</b> + <b>(b) £75/£125 damage deposit [as applicable]</b> = <b>(c) Total</b>	<b>TOTAL CHARGE: (a) £xx + (b) £xx = (c) £xx</b>  Provided the hall is left clean and undamaged, the damage deposit will be refunded to your account (if paying by BACS); if paid by cheque, the cheque will be shredded.
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<b>HOW TO PAY</b> The easiest way is by Bank Transfer. <b>You need to make this payment</b>	
<b>Bank Transfer (BACS payment):</b> Bank Name: CAF Bank Account Name: PCC of St James's Church Sort Code: 40-52-40 Account No: 00032595 Please use this reference: <b>HALL + YOUR SURNAME</b>	<b>If paying by bank transfer, please provide your account details to enable us to refund the damage deposit:</b> <b>Account Name:</b> <b>Sort Code:</b> <b>Account No:</b>
<b>OR CHEQUES:</b> Made payable to <i>PCC of St James's Church</i> (one for the hire fee, one for the damage deposit)	

Please sign this form and return it (if emailing we accept typed signature), confirming that you have paid by bank transfer or cheques (posted to the above address). Signing means that you agree to abide by all the conditions of hire contained in the information pack.

**Signed:** ..... **Date:** .....

**Name:** .....



## Safeguarding in the Parish of St. James Hampton Hill

### Policy Statement

The Diocese of London and St James's Church are committed to facilitating an environment in which children, young people and vulnerable adults can worship and grow in Christ safely. Abuse and maltreatment in any form is entirely against Scripture and the Church's teachings.

In respecting the dignity and value of every person we are committed to:

- the care, nurture of and respectful pastoral ministry with, all children and all adults
- the safeguarding and protection of all children, young people and adults when they are at risk
- establishing safe, caring communities which provide a loving environment and a culture of 'informed vigilance' and action towards safeguarding everyone

### Code of Conduct

- Every person has a value and dignity, which comes directly from the creation of people in God's image. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.
- We recognise that safeguarding is the responsibility of the whole church.
- We undertake to exercise proper care in the selection, appointment, training and support of those working with children or adults at risk.
- We will respond without delay to concerns or allegations that a child or adult at risk may have been harmed, cooperating fully in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care to anyone who has suffered abuse.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult at risk.

Please refer to the **Parish Safeguarding Policy Statement, Diocesan Safeguarding Policy Promoting a Safer Diocese (2018)** and the National Church's **Safeguarding Policies** and **Parish Safeguarding Handbook** for more information. These can be found at: <https://safeguarding.london.anglican.org/the-team/diocesan-policies/> and <https://churchofengland.org/safeguarding/policy-and-practice-guidance>

Concerns about children, young people and vulnerable adults will be diligently and promptly responded to according to our procedures, recognising the sensitivity it may hold for those involved. Where there is a concern, this should be reported to the Church Safeguarding Officer, Annalea Gratton 077 7576 4419.

I have read the guidelines produced by the Church for safeguarding children and young people / vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact, and I know what action to take if abuse is discovered, disclosed or suspected.