

Vicar: Rev. Jeremy Follett

Administrator: Jacqui Winterbourn

Application for Room Hire

Name / type of event

Name of Group/Hirer

Name of contact

Status of group Charitable/ Private Charity Number

Address.....

.....

Post Code.....

Telephone Email

Insurance/ Liability

Groups that use the hall are responsible for their own liability insurance. If we take up your application you will need to supply us with a copy of the certificate.

Conditions of use – see attached. We reserve the right to refuse lettings solely at our discretion.

Hours of use (To be agreed with the administrator)

Room

Date, or day of week/month

Event start and finish times

From..... to

Please specify the time when you require access to the room(s), including setting up and tidying away.

From..... to

Applicant

Signature :.....

Print name :..... Date

Hire of the Church Buildings

The rooms available to you, and the period of hire, will be agreed and must be kept to. You also have access to the toilets, cleaning equipment and the kitchen for light refreshments.

If equipment is needed, other than tables, chairs and that needed to make light refreshments, the use must be agreed in advance. In particular, musical and electronic equipment must not be used or interfered with unless agreed.

In order to ensure that the Centre is maintained in good order and for the comfort of all users, please observe the rules below.

Any damage or problems with equipment should be reported promptly.

If you have any queries, please contact the Administrator, Jacqui Winterbourn.

Use of the Church Buildings

1. There must be a responsible adult (18+) present on the premises at all times.
2. For security, the outside doors should be locked when there are just 1-2 people in the building and the doors cannot be supervised.
When any formal group is meeting, the turn-bolt on the outside door (right-hand door, looking out) must be latched open in case of emergency.
When more than 60 people are in the building, the second leaf of the front door must be unbolted.
Strangers should be greeted and asked their business.
3. By law, there must be no smoking in the Church buildings.
4. Alcohol should not be served without prior permission of the churchwardens.
5. Lift all tables and chairs rather than drag them across the floors.
6. Be aware of our neighbours. If activities are noisy keep windows shut. Please leave quietly.
7. Music must finish by 10.00pm and all guests must leave the premises quietly by 10.30pm. Clearing up must be finished and the building vacated by 11.30pm.
8. Ball games are not allowed inside the buildings, except with foam balls.
9. Users and hirers are liable for the cost of damage to the building or equipment, or the loss of equipment.
10. All recyclable materials (plastic and glass bottles, metal cans, paper, cardboard etc) should be put in the appropriate bins outside. If you fill more than one bag of general waste, please take them away with you.
11. Leave the Centre in the condition in which you would like to find it. When you've finished, ensure that the building is clean and tidy:
 - all furniture and equipment is returned to its original location
 - the floors are clean and tidy
 - the toilets are clean and tidy
12. On leaving, ensure that the building is secure:
 - all electrical and gas appliances are turned off
 - all lights are turned off
 - all outside doors and windows are securely locked
13. Information on the building facilities, locations of equipment, etc is in the Building User Handbook, available on the Reception desk or at <http://www.ccstalbans.org.uk/index.php/useful-documents.php>