



# St.Nicholas Church, Burnage Church Hall Hire Agreement

This booking form is applicable to the hall and upper meeting room connected with St.Nicholas. Please provide as much information as possible. Until this form is returned with the deposit and hire charge in full, the booking is not confirmed. **If you have an questions please telephone: Alison Mills on 07932071977**

<b>Your Name</b>			
Organisation Represented			
Aim of Organisation			
Your address			
Telephone number (s)	Landline	Mobile	
Type of event			
Please tick room (s) required	Hall	Upper glass room	Kitchen
Time required (remember to include preparation and clean up)	From	to	
Total hire cost including deposit			
Optional cleaning charge £20.00 (mandatory for weddings and	Yes	No	
What dates are required?			
How many people are expected to attend?			
What equipment do you need?			
Will an entry fee be charged?			

Booking rates	Hourly charge	Facilities included
Standard charge for hall	£16.00 per hour	Use of chairs and tables. Heating, lighting, use of kitchen for refreshments
Standard charge for glass meeting room	£12.00 per hour	Use of chairs and tables, heating, lighting, use of shared kitchen for refreshments
Party bookings	£18.00 per hour	Use of chairs and tables Heating, lighting Use of Kitchen, use of cooker, all crockery Cutlery and glasses.
Use of glass room	£12.00 an hour	Use of chairs and tables

♦ **PLEASE MAKE SURE YOU READ THE TERMS and CONDITIONS Before submitting this form**

**DECLARATION:**

*I have read and agree to abide by the conditions set out in the St Nicholas, Burnage Church Hall terms and conditions*

Signed:.....

Date:.....



**Hiring agreement for non-church based groups form**

**Hire of premises agreement form (non-church based groups)**

Organisations that work with children, young people and/or vulnerable adults and hire or use church property should be advised of their responsibility for the welfare and safety of the people in their care. The Church of England requires that such groups have adequate safeguarding policies and procedures in place and these are seen by the Parish Safeguarding Co-ordinator in consultation with the Diocesan Safeguarding Advisor if necessary.

**Policy documents**

This organisation: *(insert name)*

.....  
recruits staff in accordance with best practice. Furthermore, the organisation:  
*(insert name)*

.....  
has its own safeguarding policies and procedures, and undertakes to follow these policies in relation to working with children, young people and/or vulnerable adults, preventing child abuse and responding to safeguarding concerns. It is the responsibility of the group hiring the building to ensure that their policies are current and meet the needs of the service. The PCC/Diocese may request sight of the policies to ensure appropriate safeguarding measures are in place.

OR

This organisation: *(insert name)*

.....  
has been given a copy of the Parish/Diocesan *(delete as necessary)* Safeguarding policies for the Church of England and undertakes to follow these policies in relation to work with children, young people and/or adults, preventing child abuse and responding to safeguarding concerns. This organisation: *(insert name)*

.....  
has its own public liability insurance to cover any claims arising as a result of the group activity.

Signed:.....  
*(Parish Safeguarding Co-ordinator)*

Signed:.....

Print Name: .....

Role/Organisation:.....

Date: .....



**Insurance**

This organisation.....(*name of organisation*) has its own insurance cover; including liability cover (the original insurance certificate must be seen by the Parish Safeguarding Co-ordinator, Parish Priest or Church Warden)

Signed:.....  
(*Parish Safeguarding C-ordinator/Parish Priest/Church Warden*)

Signed:.....

Print Name:.....

Role/Organisation:.....

Date:.....

**Please submit this form via email to [alison@glensidemills.co.uk](mailto:alison@glensidemills.co.uk) or by post to:**

St.Nicholas Church Hall Bookings  
2 Glenside Drive  
Wilmslow  
SK9 1EH

**Please pay your hire charges three weeks in advance (plus the deposit of £100) via bacs to:**

Reference: your initials and the date of your booking

Sort code: 01.02.69

Account number : 13357999

**Or by cheque payable to St.Nicholas Church using the above address. Thank you.**



## Terms and Conditions

1. The groups/organisations must have their own insurance cover; including indemnity cover. An original insurance cover certificate should be seen confirming this and it should be recorded that it has been provided. *(Please note small private family bookings which have not been organised by a third party such as a professional party organiser are not required to have their own insurance policy)*
2. Groups and organisations should abide by their own safeguarding child and adults policies which are up to date and meet the needs of the group. In the event the group does not have their own policy it may be appropriate for them to work in line with that of the church from which they are hiring the premises. However, it is important that the policy meets the needs of the group. For example, a parish general child protection policy would not be specific enough for the needs of a children's drama group.
3. The term 'Hirer' in the following conditions shall mean the individual person or where the hirer is an organisation, their authorised representative.
4. The Bookings Secretary has the right to refuse an application for hire submitted by any person.
5. The Hirer must be aged 18 or over.
6. Enquiries may be made using the telephone number on this form or by the e-mail listed but applications for bookings must be made in writing on the attached form.
7. Full payment of the hire fee should accompany the application and be paid by BACS or cheque THREE WEEKS prior to the event.
8. Notice of cancellation must be made as soon as possible, with the following proviso:
  - ◇ For a single party/event booking: 50% of hire charge will be refunded with up to 2 weeks notice, for less than 2 weeks notice, no refund will be given.
  - ◇ For weekly hall users: one week (7 days) notice is required of a need to cancel a booking, notice of cancellation less than one week before a regular booking will be charged at the full hourly rate, extenuating circumstances will be considered but they must be discussed and agreed with the hall booking secretary.
9. A deposit of £30 must also be paid to be held against any misuse of or damage to the premises. The Hirer must ensure that the premises are left clean and tidy. The cost of any additional cleaning will be deducted from this deposit. All rooms are to be COMPLETELY VACATED by the end of the booked period and all rubbish must be taken away. This will be returned within 30 days of the event, subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage arising during the hiring.
10. A mandatory charge of £20 will be added to all bookings for weddings or large parties. For all other events, the cleaning service is available at a charge of £20.00 an hour. This can be booked with the hire charge.
11. Payments can be made by BACS or cheques payable to St Nicholas Church PCC by post to the address detailed on this form. **POST DATED CHEQUES ARE NOT ACCEPTABLE.**
12. The Hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, and for the behaviour of all the people using the premises.
13. The management committee reserves the right to reclaim from the Hirer any costs incurred in connection with damage or misuse etc. in excess of the deposit.
14. The Hirer shall not sub-hire the premises or allow the premises to be used for any purpose other than that stated on the Application Form, and not bring on to the premises anything that may damage or endanger the premises or render invalid any relevant insurance.
15. The Hirer shall ensure that any activities for children comply with 'The Children Act



## St.Nicholas Church, Burnage Church Hall Hire Agreement

16. The Parochial Church Council shall have the power summarily to terminate any agreement relating to the hire of the Hall if it is considered that the Hirers have in any way damaged the building, fittings, fixtures or furniture or have subjected them to undue wear and tear or in any other way been guilty of a breach of these conditions.
17. The Hirer shall ensure that in using the premises that the laws relating to alcohol, gaming, betting and lotteries are not contravened, and that the number of persons declared on the church hall booking form occupying the hall is not exceeded.
18. NO SMOKING IS ALLOWED ANYWHERE ON THE PREMISES.
19. Any member of the Parochial Church council is authorised to inspect the premises during the letting period without prior notice.
20. The Hirer shall, if preparing or serving food, observe all relevant food health and hygiene regulations. All crockery, cooking utensils, and kitchen equipment must be washed, dried and properly stored after use.
21. Hirers will be required to provide their own table linen / decorations.
22. Nothing is to be fixed to the walls by any method.
23. All exits to be kept clear.
24. The main entrance doors should be closed and locked once the event is underway. If the door is left open, or needs to be opened during the event booking, it is done so at the hirer's risk. The site is not secure any issues regarding intruders or concerns about safety in the car park must be immediately reported to the police.
25. The Parochial Church Council, will not accept any responsibility for any loss, damage or accidents during the occupation of the Hall and all lettings are made on the understanding that the Rector and Churchwardens for the time being are indemnified accordingly by the Hirer.
26. Your booking permits cars parked to be parked in the designated spaces outside the hall.
27. Booked times are to include any preparation and clearing up time you may require.
28. At the end of the hire period a representative from the Church will attend to lock up. Under no circumstances must the hirer leave the hall unattended and unlocked. If you consider that you may finish early, please request a contact number when the hall is unlocked.
29. Electrical Items. All items stored on the premises must have a current PAT test label. Any items used on the premises by professionals hired for the occasion must comply, for example a professional Disco, rather than the hirers own domestic equipment.
30. Personal equipment and possessions brought into the Hall are the responsibility of the hirer. The Church will not be responsible for any loss or damage.
31. Music: The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform the booking secretary in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 11.00pm
32. We currently have 90 chairs and 8 large ( seat 8) and 12 small (seat 4) fold away tables persons. Applications will be limited to 85 persons seated with a total not exceeding 120.

***THE FOLLOWING HIRE AGREEMENT DOCUMENTS MUST BE SIGNED , DATED AND SUBMITTED***



# A Guide to using the facilities in St.Nicholas Church Hall and Church

## 1. In the kitchen :

- Switch on the extractor fan located behind the water heater
- Switch on the water heater via the mains switch behind the heater and the press the button down on the front left hand corner of the heater.
- Switch on the hot water for using in the sink by pressing the water heater switch to the left of the sink above the fridge.
- **PLEASE DO NOT TURN THE COOKER OFF AT THE MAINS**
- **PLEASE DO NOT TURN THE FRIDGE OFF AT THE MAINS.**
- PLEASE DO NOT place any items on top of the hob apart from cooking pots and saucepan when in use.
- MICROWAVE switch is positioned behind the microwave—switch this OFF after use.
- If you wish to open the hatch door—please use the key inserted and ensure that it stays in the lock.
- PLEASE TIDY UP:
  - WIPE DOWN ALL surfaces using the products under the sinks
  - *Please REMOVE ALL RUBBISH and take it away with you. Any costs for tidying up the kitchen or hall will be deducted from your deposit.*
  - Please use mop and bucket provided to clean the floor after use.
  - If you have used any of the church tea towels, please leave them folded neatly on the sink draining board.
- If there are any spillages on the wooden floor in the hall please only use WARM WATER and a soft cloth to clean up any mess.

PLEASE ENSURE ALL SWITCHES ARE TURNED OFF BEFORE YOU LEAVE  
**EXCEPT THE FRIDGE.**

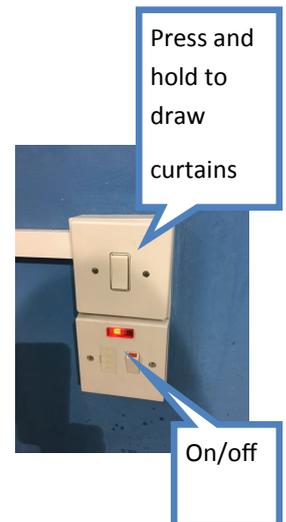
## 2. In the toilets :

- The DISABLED toilet includes a baby change facility. The disabled cubicle light switch is located under the cupboard on the left hand side, inside the toilet.
- Please leave the toilets in a tidy manner, ensuring that all paper towels are in the bins provided.
- There is a special mop in the men's toilet in case there is a need to mop any of the toilet floors.
- Ensure ALL lights are switched off

## 3. In the hall:

- IF you wish to close the curtains, **PLEASE NOTE THESE ARE ELECTRICALLY OPERATED AND MUST NOT BE PULLED.**, follow the instructions below:

- **Instructions for closing and opening curtains:**
  - Switches are located to the left of the kitchen hatch.
  - Switch on power
  - Hold down the top switch to close the curtains and the same procedure to open them before you leave.
- Please return all chairs to the chair stand, stacked with the padded seat outwards
- Please return all tables to the side of the room and return any additional tables used to the rack.
- Please sweep the floor using the dustpan and brush. If there are any spillages on the wooden floor in the hall please only use WARM WATER and a soft cloth to clean up any mess.
- PLEASE TURN OFF ALL LIGHTS.



## 4. Using the upper glass room:

- **DISABLED ACCESS is via the stair lift. Controls are on the lift and also at the top of the stairs.**
- Please note electrical sockets are located in the floor., with a silver plate top.
- Please return all tables to the side of the room. PLEASE TURN OFF ALL LIGHTS.
- PLEASE check all internal doors are locked before you leave.