**St Andrew’s Church Hall**



**Booking Form - One off booking**

**Vicar: Rev. Dr James Cook**

**Administrator: Ruth Thorp**

**Office Address: 41 Church Lane, Eaton, Norwich, NR4 6NW**

**T: 01603 473646 E: office@eatonchurches.org.uk W: www.standrewseaton.org.uk**

**PLEASE NOTE UPDATED FORM AND TERMS & CONDITIONS**

**St Andrew’s Parochial Church Council agrees to hire out St Andrew’s Church Hall (‘the Hall’) as follows:**

|  |  |  |
| --- | --- | --- |
| Name or Organisation (The Hirer) |  | |
| Address & Postcode |  | |
| Email |  | |
| Tel No |  | |
| Date (s) the Hall is required |  | |
| Time (s) the Hall is required |  | |
| Purpose of hire (description of event) |  | |
| Date booking was made |  | |
| **Please agree hire fee with office before making your payment** | | |
|  | Paid / To be paid | Fee Payable |
| Hire Charge for number of hours being used  NOTE: The maximum charge per day is £150 in summer (May - Sept), and £180 in winter (Oct - Apr) | Hiring Charge £ per hour x hours = | £ |
| Damages deposit of £50 (item 4.3 below) for one off or occasional bookings is supplied. REQUIRED | REQUIRED | £50 |
| On the Day Emergency contact in case of problems  Name |  | |
| Tel No |  | |
| I/We accept and agree to abide by the terms and conditions shown in the following pages | Signed (Hirer) | |
| For and on behalf of (if not in own name insert name of organisation) | Name | Date |

**Please sign and return one paper copy to the Parishes Office, retaining a copy for your records.**

**You must please sign the agreement on the other side of this page.**

|  |  |
| --- | --- |
| I/We accept and agree to abide by the terms and conditions provided on pages 3-6. | |
| Signed (Hirer) |  |
| Name |  |
| Tel no |  |
| For and on behalf of (if not in own name, insert name of organisation) |  |
| Date |  |

**PLEASE NOTE:**

* hire charges ***must*** be paid in advance. Payment should be made at the time of booking, in full, unless special, prior arrangement is made with the Parishes Office. Payment details will be provided once the hire fee has been agreed.

|  |  |
| --- | --- |
| **If you pay your damages deposit by cheque, in the event of no extra charges being incurred, is the hirer agreeable to the cheque being shredded?** | YES / NO |

|  |  |
| --- | --- |
| **If you pay your damages deposit by direct bank transfer, please complete this grid so we can process your refund after the event** | |
| Name of Booking Contact |  |
| Date of event |  |
| Name of bank account |  |
| Sort Code |  |
| Bank account number |  |

**PLEASE CONTINUE TO PAGE 3 TO READ**

**TERMS AND CONDITIONS & IMPORTANT INFORMATION**

**TERMS & CONDITIONS FOR THE HIRE OF CHURCH PREMISES OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EATON ST ANDREW**

**1 Introduction**

1.1 The Parochial Church Council (PCC) is responsible for the hiring of St Andrew’s Church, and the Church Hall, 41 Church Lane, Norwich NR4 6NW.

1.2 This document sets out the policy of the PCC for letting these premises, in whole or in part. The Hiring Agreement form states the premises being hired.

1.3 There is one Terms and Conditions of Hire (Terms and Conditions) for all the Premises. Prospective Hirers are required to complete and sign a Booking Form, acknowledging acceptance of the Terms and Conditions. The Booking Form and the Terms and Conditions together form the Hire Agreement.

1.4 The Administrator and Finance Officer are both authorised to process the booking on behalf of the PCC.

1.5 “The Hirer” or their Designated Person must be a responsible adult and must accept full responsibility for complying with the Hire Agreement.

**2 Intent**

2.1 Whilst the PCC considers that the premises are primarily to be used for the hosting and promoting of Christian and church-related activities, the PCC considers that a vital secondary function is to support and encourage suitable community activities which help to build bridges between the Church and the local community.

**3 Letting Restrictions**

3.1 The PCC reserves the right to refuse requests for hire by groups or for activities which, in its opinion, are either contrary to the purposes and beliefs of the Church of England, or where it considers that such use or activities may cause offence, on grounds of their religion or belief, to a significant number of Christians. Any requests received which may fall in this category must be referred to the Vicar (or in his absence to the Churchwardens).

3.2 Hire for ritual, worship, or 'spiritual' activities is not permitted without the permission of the Vicar or, in the absence of a Vicar, the Churchwardens.

3.3 Lettings for church use will have priority. Reasonable efforts will however be made by the PCC not to cancel bookings which have already been agreed. However, it may be necessary on rare occasions for the church to cancel a regular booking. On such occasions, as much notice as possible will be given in writing, via email.

3.4 The PCC will not hire out the premises for any parties which may involve loud noise or other nuisance to neighbours.

3.5 On a Sunday, no part of the Church Hall will normally be available for external hires starting before 1.30pm. Any request for a Sunday hire more than six months ahead should be checked against the liturgical calendar and if necessary, with the Vicar and Churchwardens.

3.6 When you calculate the length of your hire, the length of your booking must run from the time you arrive to the time you leave – this includes time for setting up and clearing up. We cannot accommodate setting up time outside of your booking and the venue must be vacated promptly at the end of the hire.

3.7 All events must finish by 11.00pm at the Church Hall and 10.00pm at the Church, and premises vacated by 30 minutes later. In very exceptional circumstances, e.g. national celebrations, an extension may be provided. The premises will not normally be available to the Hirer before the beginning of the booking time.

3.8 No animals (including birds) shall be brought into the Church or Church Hall, with the exception of Assistance Dogs, unless a special event has been agreed in advance with the PCC.

**4 Charges**

4.1 The PCC will normally charge for the use of the premises, but reserve the right not to charge, the decision resting with the PCC, Vicar or Churchwardens.

4.2 Charges will be set at a reasonable rate, consistent with covering running costs and providing a modest contribution to longer term refurbishment costs. The PCC will review the charges annually, and regular users will be given due notice of any changes.

4.3 For one-off events, an additional £50 damages deposit will be charged as security against any loss or damage that may be caused. The deposit will be returned after the hire, with a reduction for any extra costs incurred in cleaning or tidying the building or to make good any loss or breakages.

4.4 If the Hirer wishes to cancel the booking, refunds will be offered as follows: if 4-weeks’ notice is given, a refund of the hire fee minus 10% is given; if between 2- & 4-weeks’ notice is given, half of the hire fee minus 10% is given; if less than 2-weeks’ notice is given, no refund is given. For all cancellations, the 10% of the hire fee retained is to cover administrative costs.

4.5 If a Regular Hirer wishes to cancel an individual session, they must notify the Office at the earliest opportunity, and at least a week in advance. We will allow 3 short notice cancellations during a 12-month period without your being charged. Any additional short-notice cancellations will still be charged at the usual hire rate. Permanent cancellation must be given by written notice (either by email or letter) to the Office at least 4 weeks in advance of the proposed final date. If less notice is given, you will still be charged for the booking up to a period of 4 weeks from the date of notification of cancellation.

4.6 The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise and with or without a reason being stated. In the event of the PCC cancelling the booking, all fees paid by the Hirer shall be refunded.

4.7 For one-off events, payments must be made in full at the time of booking, unless special, prior arrangement is made with the Parishes Office. If payment is not made promptly the booking may lapse.

4.8 The PCC reserves the right to charge for damages caused by the Hirer or their guests.

**5 Access and Security**

5.1 The PCC will not provide a full-time caretaker. The Hirer will be responsible for all setting up and putting away of any equipment used, but please see 15.1 for exceptions in the Church. The Hirer must not leave the premises unattended during the period of the booking.

5.2 If a key is provided, this must be always safeguarded and returned to the Administrator (or posted into the Parishes Office’s letter box) at the end of the letting period or as soon as is reasonably possible. The keys shall not be copied nor given nor lent to any third party. It is the Hirer’s responsibility to ensure that all fire doors and windows are closed, all taps turned off, all lights switched off and all doors locked at the end of the letting period.

5.3 The Hirer will have sole use of the building during their hire period. A representative of the PCC, in exceptional circumstances only, may need to enter any part of the building.

**6 Health and Safety**

6.1 Whilst the PCC will take steps to ensure the premises are safe to use, it will be the responsibility of the Hirer to ensure that security, fire and Health & Safety requirements are met, and to ensure the safe conduct of their activity during the period of hire, including the presence of a suitably qualified First Aider if necessary. First Aid boxes are readily available in the kitchen of the Church Hall and in the centre top cupboard in the Vestry of the Church. There is a Public Access Defibrillator located outside Waitrose – leave the church car park and turn left towards the traffic lights. The Defibrillator is situated beyond the Waitrose entrance but immediately before Cecil Amey Opticians.

6.2 Any accident involving personal injury must be reported to the Administrator and will be recorded in the Accident Book in the Parishes Office. Please see ‘First Aid / Accident Book’ in the Additional Notes section.

6.3 Please note that there is no public telephone on site. The Hirer is advised to have access to a mobile phone in case of emergencies.

6.4 Any portable electrical appliance or device brought in from elsewhere and used on the premises must have an up-to-date safety certificate which must be provided on request.

6.5 The Hirer will not be permitted to bring in supplementary heating or air conditioning appliances.

6.6 Hirers should note that the kitchen is not an allergy-free zone, and that it is the Hirer’s responsibility to ensure that all Government regulations e.g. regarding food preparation and prevention of disease, are followed on the premises.

6.7 One or more “emergency contact numbers” will be provided. Churchwarden: Chris Smith 01603 453010 and Vicar: James Cook 01603 454940.

**7 General**

7.1 All rubbish and recycling must be taken from the premises by the Hirer on the day of hire and must not be deposited in the outside refuse bins. Care must be taken not to spill or drop food or drink outside the premises or in the car park.

7.2 A strict No Smoking or Vaping Policy applies to all rooms (including toilets) in all the premises.

7.3 Illegal drugs are not allowed on the premises.

7.4 Alcohol may not be sold in the building. The Hirer is not normally permitted to apply for Occasional Licences or a temporary Event Notice for the sale of intoxicating liquor in the building.

7.5 Chewing gum is not allowed on the premises.

7.6 No adhesive or fixing material may be used which may damage the fabric of the premises.

7.7 Advertising material will not normally be displayed. Any advertising material (printed or electronic) must be submitted via the Parishes Office for consideration. All such material must clearly display the name of the person or organisation responsible for the event.

**8 Car Park**

8.1 The car park has limited space, and parking is strictly at the owner’s risk. The PCC cannot accept liability for cars parked in its car park. A notice to this effect is displayed in the car park, along with a parking layout guide to maximise usage.

**9 Responsibilities**

9.1 The PCC will be responsible for providing the facilities as agreed in good working order throughout the letting period.

9.2 The Hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities and shall report any faults or deficiencies to the Administrator.

9.3 Out of respect to other users and our neighbours surrounding the premises, the PCC expects all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises. Consequently, the Hirer shall ensure that there is a responsible adult or adults present and able to supervise at all times during the letting and responsible for the orderly behaviour of guests/members on the premises.

9.4 The Hirer must leave the premises in a clean and tidy condition. Losses, breakages and damage must be reported and paid for. Hirers may re-arrange tables and chairs in the premises but must restore them to their original places immediately at the end of the letting.

9.5 The Hirer agrees to indemnify the PCC against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the Hire Agreement.

**10 Kitchen Use/ Refreshments**

10.1 Use of the Church Hall kitchen is included in all Hall Hire agreements. The kitchenette in the Church is available by prior arrangement. It will be the responsibility of the Hirer to provide any refreshments. It is the responsibility of an external Hirer to ensure that any persons using the kitchens are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. Particular attention should be paid to the cleanliness of the kitchen, kitchen utensils and crockery at the end of the letting. Any breakages must be reported immediately to the Administrator in writing and be paid for.

**11 Insurance**

11.1 The PCC has Public Liability insurance in place, and a notice to this effect is displayed at each premises. The PCC accepts no liability for damage to and/or loss of personal property consequent on using the premises.

11.2 The Hirer will be responsible for any further insurance necessary to cover their liabilities arising from their activities.

**12 Legal Requirements**

12.1 The Hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright. The Hirer shall be fully responsible for obtaining any such licences or any other permission required, but must not do so without the prior approval of the PCC. If any licence is required, please advise the Administrator once it is obtained and well before the date of hire.

12.2 Hirers must comply with the provisions of the Children’s Act 2004 at any event involving children. Events for persons under 18 years of age must always be properly supervised by an adequate number of responsible adults, in accordance with the Children’s Act 2004. All leaders of organised activities should have a safeguarding policy, and if they do not have one, they must agree to adopt the PCC’s Safeguarding Policy (available on the Church website) which will be part of the Hire Agreement. Accepting these Terms & Conditions entails adopting the PCC’s Safeguarding Policy, where the organisers do not have a policy of their own.

12.3 The Hirer shall not use the premises for any other purpose than that specified in the Hire Agreement, and must not use, or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose.

**13 Compliance**

13.1 If the Hirer breaches any part of the Hire Agreement, whether intentionally or not, this may be deemed by the PCC to be just cause for immediate cancellation of any letting or series of lettings.

**14 Administration**

14.1 The Administrator deals with all matters relating to the bookings of the premises. This includes the acceptance and declining of bookings in consultation with the PCC, Vicar and Churchwardens. The Vicar will act as final arbiter if required.

**15 Church Specific Terms**

15.1 Under no circumstances may the reading lectern, church organ or altar rails be moved. If they need moving for an event, we will provide a verger to do this, at extra cost. Any use of the sanctuary area inside the altar rails must be specifically approved by the Vicar or Churchwardens in advance of the event.

15.2 At the end of your hire period you are responsible for leaving the Church and its contents as found, excepting items moved by the verger. Please ensure the chairs are linked together and laid out as shown on the diagram located at the back of the church.

15.3 If you have arranged to use the vestry, you are welcome to use the facilities there to make light refreshments. Please, however, ensure you wash up cups etc. and remember to bring your own tea, coffee, milk etc. and to take any rubbish away with you**.**

15.4 Use of the organ, piano or sound system ***must*** be arranged in advance.

**16 Hall Specific Terms & Information**

16.1 Up to 24 chairs shall be stacked (up to 4 high) in front of the windows facing into the hall. Other chairs shall be stacked on the stage behind the curtains in an orderly manner. When moving equipment on or off the stage, use the fixed steps at the side of the stage or the moveable steps (secured) at the front of the stage. The moveable steps are to be replaced and secured before vacating the Hall.

These Terms and Conditions were approved by the PCC of St Andrew's Eaton on 24th February 2025

**IMPORTANT INFORMATION – HALL SPECIFIC**

**HEALTH AND SAFETY**

In the event of an emergency, ensure that the Hall is cleared immediately and that the emergency services are called on 999. As soon as possible, inform the Churchwarden, Mr Chris Smith on [**01603 453010**](tel:01603%20455778)or the Vicar, Rev. Dr James Cook on **01603 454940.**

**EMERGENCY EXITS**

When the Hall is occupied, the exit doors from the main entrance and from the kitchen must remain unlocked to aid evacuation in an emergency. There are also emergency exits to the left of the stage, and to the right of the stage through a door.

**ELECTRICITY**

The main electricity circuit breakers for the Hall are located on the kitchen wall near the hatch.

**WATER**

The water stopcock for the Church is located to the right of the car park exit by the bench, near the road, and Office door.

**GAS**

The gas meter and isolating valve are in the outside storeroom at the back of the building, accessible from the rear car park. The outside storeroom door key is in the kitchen key cupboard, between cupboards 3 and 4.

If you smell gas when entering the building, leave any accessible doors and windows open to vent the gas. Evacuate the building and move a safe distance away. Call the National Gas Emergency Service on 0800 111 999 to report the leak and also advise the Parishes Office or the Churchwarden, Mr Chris Smith on [**01603 453010**](tel:01603%20455778)or the Vicar, Rev. Dr James Cook on **01603 454940.**

**FIRE**

In the event of fire, evacuate the Hall and ask a responsible person to lead those evacuated to safety; congregate near the church door. In an emergency you must dial 999, and advise the Parishes Office or the Churchwarden, Mr Chris Smith on [**01603 453010**](tel:01603%20455778)or the Vicar, Rev. Dr James Cook on **01603 454940.**

**FIRST AID / ACCIDENT BOOK**

A First Aid kit is kept in the Hall kitchen. Please feel free to use this for minor accidents. If you need to use the First Aid box, you should also fill in the Accident Book kept to the right of the main kitchen sink (tied to the bar with the kitchen cloths on). Once the details are complete, please return the tear off slip to the Parishes Office, using the letterbox if the Office is closed.

**EQUIPMENT**

Please report any damaged equipment to the Parishes Office as soon as possible.