

**ST MARK'S CHURCH, BROADWATER DOWN, TUNBRIDGE WELLS,
KENT TN2 5LU
Tel: 01892 526069**

Office Hours: 9.00am - 1.00pm Weekdays

BOOKING FORM AND HALL HIRE AGREEMENT

- 1 All bookings should be made on the form attached and be taken to the Church Office, or may be sent by post.
- 2 At the time of booking, hirers for single events will be required to pay a deposit of £50.00 against possible breakage and/or damage. This will be returned after the event provided no breakage or damage has occurred. Such hirers will usually be asked to pay the full fee seven days before the event.
- 3 The following fees will apply as from 1 January 2012

Broadwater Down Hall	£15 per hour
Half day functions	£70
All day functions	£130

Rates for special events, catering equipment and other facilities by arrangement.
- 4 Hirers should familiarise themselves with all fire exits.

Conditions of Use

- 1 The building is a blessing for the Church and the Community. The Church welcomes responsible use by groups and individuals. The Halls Committee has laid down the attached terms of condition for the benefit of all concerned. It may vary them exceptionally at its discretion.

Subject to availability, halls may be hired for meetings, parties, exhibitions, uniformed organisations and educational purposes, other than:-

- a) For sales to the general public by profit-making concerns.
- b) For events that may generate an unacceptable level of noise.
- c) For events at which alcohol would be sold or served after 7.00pm.

In addition:-

- d) Jumble sales, by charitable or voluntary organisations may only be held at the Birling Road Hall.
- e) Activities that could cause damage to the buildings will not be allowed.
- f) Limits on the number of people attending may have to be imposed.

Standard Conditions of Hire

(For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative).

1 Supervision

THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking so as to avoid obstruction of the highway.

2 Use of Premises

THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, nor allow the consumption of alcohol thereon without written permission.

3 Health and Hygiene

THE HIRER shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations.

4 Electrical Appliance Safety

THE HIRER shall ensure that all electrical appliances brought by him or her to the premises and used shall be safe and in good working order, and used in a safe manner.

5 Indemnity

THE HIRER shall indemnify St Mark's Church for the cost of repair of any damage done to any part of the property including the contents of the building which may occur during the period of the hiring as a result of the hiring.

THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Hall. (The Hall is insured against any claims arising out of its own negligence).

6 Accidents and Dangerous Occurrences

THE HIRER must report all accidents involving injury to the public to the Church Office as soon as possible. Any failure of equipment, either that belonging to the Church, or brought in by the hirer, must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Church Office will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

7 Animals

THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the Church. No animals whatsoever are to enter the kitchen at any time.

8 Compliance with The Children Act

THE HIRER confirms that he or she is familiar with the Home Office Code of Practice - Safe from Harm. They understand these policies and procedures and undertake to follow their recommendations in relation to work with children and young people of 17 years of age or under.

THE HIRER agrees that only leaders and helpers recruited following the Safe from Harm recommendations will be working with the children.

9 Cancellation

IF THE HIRER wishes to cancel the booking before the date of the event, the question of the payment or the repayment of the fee shall be at the discretion of the Halls Committee.

10 Cancellation

THE HALLS COMMITTEE reserves the right to cancel this hiring/suspend the hiring agreement in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit/fees already paid.

11 Unfit for Use

In the event of the hall or any part thereof being rendered unfit for use for which it has been hired, St Mark's Church shall not be liable to the hirer for any resulting loss or damage whatsoever.

12 Refusal of Booking

THE HALLS COMMITTEE reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to the hirer.

THE HIRER shall be entitled, upon such notice, to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Church, but the Church shall not be liable to make any further payment to the hirer.

13 End of Hire

THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise the Church shall be at liberty to make an additional charge. All rubbish must be removed from the Church site.

14 Noise

THE HIRER shall ensure that the minimum of noise is made on arrival and departure.

15 Storage

Permission must be obtained before goods or equipment are left or stored at the Hall. The Halls Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

16 Public Safety Compliance

THE HIRER shall comply with all conditions, regulations and appropriate registration

requirements made in respect of the premises and the hirer's business by the Fire Authority, Local Authority or otherwise.

17 Safety

In the event of a fire the Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999.

The exact location of the Telephone, Fire Exits and Fire Extinguishers must be noted before the Hall is occupied and the manner of opening Fire Doors should be made known to your guests.

Hire Application Form

Applicant Name.....

Applicant Address.....

Telephone Number.....

Hall required Birling Road/Broadwater Down

Date of Event..... Time required(From/To).....

Purpose of Hiring.....

(In the event of the hall being used for "Occasional Sales" at least 21 days' written notification must be given to Trading Standards, Mid Kent Area Office, PO Box 320, Ashford TN24 8AS)

Trading Standards informed on (Hirer)

Trading Standards informed on.....(Hall Booking Secretary)

Number of People attending

Facilities required (Tables, Chairs, etc)

The Hirer agrees to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Standard Conditions of Hire for the time being in force as attached together with any special conditions set out.

It is hereby agreed that the Standard Conditions of Hire shall form part of the terms of the Hiring Agreement unless specifically excluded.

Signed

A deposit of £..... is attached. (Cheques payable to St Mark' PCC) If, after the event, the deposit is not required, **I should like my cheque to be returned / destroyed – (please delete as applicable)**

Dated

Office Use

Deposit Date Paid

Hiring Fee Balance to Pay Accepted by

Deposit returned / destroyed Date.....