St Leonard's & St Peter's
BENEFICE OF EYNSHAM & CASSINGTON

Booking Form – Church Hall

Name (Hirer must be over 18 years of age)		
Organisation (if applicable)		
Address		
Telephone Number		
Email address		
Alternative contact name, number & email		
Date and Type of event		
Start time and End time (including set up and clearing up time)		
Cost per hour and total cost due		

Hire Charges Regular users £10 per hour Commercial users £12 per hour One off including kitchen £14 per hour	
Returnable damage deposit	**£25**

Safeguarding Documents (For organisations only)

Safeguarding and Child Protection Policy	Yes/No
Good Practice Guide / Safeguarding procedures	Yes/No

I confirm that I have read and agree to adhere to the full Conditions of Hire (below).
I confirm that I have read and agree to adhere to the St Leonard's and St Peter's Safeguarding Children and Vulnerable Adults Policy and Good Practice Guide – unless I have provided equivalent documents, that have been accepted by the safeguarding officer.

Signature of Hirer:	**Date:**

Please note that 2 cheques are required payable to **St Leonard's Church Eynsham.** One for the Hire charges and one for the deposit. The latter cheque will be returned (or destroyed if preferred) provided no damage results from the use of the hall.

CONDITIONS OF HIRE

1. The Hirer is responsible for:

• The effective supervision of the premises, the fabric and contents, their care, safety from damage and the behaviour of all persons using the premises. Please note that the Hirer shall indemnify St Leonard's Church Hall Committee for the cost of any repair of any damage done to any part of the property (including flooring) and/or the contents of the building which may occur during the period of the hiring and/or all costs, expenses, damages, liabilities and losses suffered or incurred arising directly or indirectly from any breach of any provision of this agreement. Please note that temporary decorations must not be affixed to the wall using sellotape or blu-tack or similar products.
• Ensuring that noise from the premises does not cause a nuisance. Amplified music can only be played if all external doors and windows remain closed. • Ensuring that no smoking takes place anywhere on the premises including the garden, side passage, front courtyard and entrance. • Ensuring that no wheeled shoes are worn in the hall, and that no skateboards or scooters are used.
• Noting that the sale of alcohol is prohibited.
• Agreeing that the period of hire includes the time taken to set up and clear away all equipment and to clean the premises before leaving.
• The Hirer shall not sub-let and shall ensure that no dangerous or unlawful activities take place on the premises.
• Paying in advance for the hiring of the Hall (unless prior agreement by the Church Hall Committee).
• Ensuring the premises are vacated and secure by 11.00 pm Sunday to Thursday and by midnight Friday and Saturday.

Please contact the Booking Clerk by phone or email to check Hall availability for date/ times required. Complete the Booking Form including the booking reference given to you and immediately send a copy to the Booking Clerk.

When the Hall key is required prior to the event, take the Booking Form and 2 cheques (deposit & booking charges) to the Hall Key Holder (with prior arrangement) and return the key immediately after the booking.

2. At the end of the hiring period, the Church Hall and grounds must be left in the same condition as found at the start of the hiring, including:
a) All waste food/rubbish, bottles, empty cans, jumble etc. taken away by the Hirer.
b) Tables and chairs cleaned and stacked away properly.
c) Any items temporarily removed from their usual positions to be replaced.
d) The cooker, heaters and lighting turned off.
e) The kitchen being left clean, with bin emptied.
f) On leaving, the back door bolted and all windows secured.
g) Advising the Booking Clerk, without delay, of any problems and/or breakages.

3. Being aware that the owner of the Hall, St Leonard's Church PCC, reserves the right to refuse to hire the Hall to any group, without giving a reason.

BOOKING CLERK and HALL KEY HOLDER

Sue Butler
19 Dovehouse Close
Eynsham
OX29 4EW

Tel. 01865 881690

Sue19dove@aol.com