**XXX’S URC (name of the church)**

**HALL BOOKING FORM (for completion by the hirer)**

|  |  |
| --- | --- |
| Hirer’s full  name |  |
| Postal address |  |
| Email address |  |
| Mobile phone number |  |
| Date of event (if one off)  If you require a regular time slot/day please state the details. |  |
| Reason for hire |  |
| Please state **which rooms** you wish to use and the **times** for each.  **You must include setting up and clearing away times**.  **N.B. any of the church rooms can be booked for the same event for the same or different times, with a separate charge for each room. We need to know specific rooms and times in case we hire out the ‘spare’ time to other Hirers. See Terms and Conditions for the premises costs per room.** | **Large hall**  **Small hall**  **Chapel**  **Church** |
| If you wish to sell alcohol you must apply for a licence from xxxxxxxx Borough Council. | **Do you wish to sell alcohol?**  **The elders will allow you to bring your own alcohol, not for sale, with prior permission.** |
| We expect you to be aware of the requirements for a Temporary Events Notice and it is your responsibility to know this and arrange. The link is xxxxxxxx |  |
| Any special requirements? If you are not sure, then please speak to the Church Halls Booking Secretary |  |

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| --- |
| **Costs of hiring rooms per hour for 'one off' events** (from \*\*\*date)  A reduced rate is offered to regular users and charities, and **for a booking for 6 hours or more**. Please enquire. **Booking fees may be reviewed at any time, but at least annually, and new rates** **will be publicised**. Our competitive rates include costs for heating, lighting, kitchen use, cleaning and maintenance etc.  **The Church is £\*\* per hour**  **The Large Hall is £\*\* per hour - If both large and small halls are required these are £\*\* per hour total. They can be booked for a different number of hours if required. See booking form for details.**  **The Small Hall is £\*\* per hour -**  **The Chapel is £\*\* per hour** |
| **PAYMENT FOR YOUR EVENT**  Your event must **be paid in full 7 days before** your event if you are payng by **Bank Transfer**. If this is not possible then please pay by **cheque or cash** on the day of your event, to the person who opens up for you. A receipt will be issued. Cash on the day is the preferred option for one off events, such as parties.  If you pay by Bank Transfer, please make sure you put a clear and simple reference on your transfer, eg BROWN 2nd Feb Party. Our bank details are on the booking form. |

**Payment methods:**

1. **Bank Transfer** **7 days before the event date** to: \*\*\*\*\*
2. **Cheque** made payable to \*\*\*\* United Reformed Church.
3. **Cash** –– this is the **preferred method payable** **for one off events**, on the day of the

event, to the person who opens up for you.

1. **Bank transfer,** **which** **MUST indicate clearly the name of group booking hall.**

\*\*. Please indicate how you have paid/will pay. **Cash/cheque/bank transfer.**

**Please also see Schedule 2 below which outlines special conditions of hire relating specifically to a Pandemic.**

***Schedule 2 Special Conditions of Hire***

1. **PANDEMIC - SAFE USE OF PREMISES**

* 1. When engaging in any activity under this Agreement, the Hirer must ensure that:

1. any such activity is permitted by law;
2. all activities are carried out in a manner that is COVID-19 secure and in line with relevant Government guidance and associated legislation;
3. all social distancing guidelines are complied with to minimise the potential for spreading COVID-19 among visitors, volunteers, staff or contractors, as applicable, and those working/volunteering within the Premises and surrounding grounds;
4. face covering is worn as applicable, and in accordance with current Government guidelines, to offer protection to others.
5. high levels of personal hygiene, including washing hands or using sanitiser before entering and leaving the Premises, is maintained in accordance with current Government guidelines; and
6. they will keep a register of attenders with their contact details and that the attenders agree that they will immediately advise the Hirer if they are symptomatic, self-isolating or shielding due to a possible or confirmed case of COVID-19, or because they have been requested to do so by NHS Test and Trace; and that the Church is immediately informed of this occurrence.
   1. In addition to the above, the Hirer should ensure that a COVID-19 risk assessment is completed, in addition to any risk assessment already in place, in line will all relevant guidance and associated legislation. Where applicable, assessments should be done in consultation with unions or workers (including volunteers and contractors). Failure to complete a COVID-19 risk assessment could constitute a breach of health and safety legislation, as could having a risk assessment with insufficient measures set out.
   2. If an employer, the Hirer should be aware of responsibilities as an employer under existing health and safety legislation, and a duty of care to volunteers, where applicable, to ensure that as far as reasonably practicable they are not exposed to risks to their health and safety.
   3. Where changes to operating policies, processes and procedures are necessary to ensure that all activities are carried out in a manner that is COVID-19 secure, any changes to these should always be considered with regard to security implications to maintain effective security of the Premises.
   4. The Hirer should be aware that where the relevant enforcing authority identifies responsible individuals who are not taking action to comply with relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of risks.

This form should be signed and returned to **the Halls Booking Secretary at xxxxxx (postal address) or via xxxxxx (email address). An e-signature is fine.**

**I, the Hirer, have read the Booking Form and the Terms and Conditions of Hire governing the use of xxxxx’s premises** and undertake to see that they are strictly observed. These include the costs of hiring the **premises.**

**Signed (hirer)……………………………………………………………………………Date………………………………..**

Under the **Data Protection Regulations** we are required to state that by signing this form below you are confirming that you are consenting to xxxx URC holding and processing your personal data for the sole purpose of Hall bookings. **We will not share your details with anyone else**.

(Please tick the boxes where you grant consent).

**I consent to the church: -** contacting me by 🞏 post 🞏 phone 🞏 email;

On

🞏 Name

🞏 Address

🞏 Mobile Phone Number

🞏 Home Telephone Number

🞏 Email address

We will retain this form as evidence of your agreement to the processing of the data as per the Data Retention Policy.

I ……………………………………………….(full name) consent to the processing of my personal data in accordance with the details above.\*

SIGNATURE……………………………….……………………………………… DATE……………………………………………

**FOR COMPLETION BY HALLS BOOKING SECRETARY ONLY**

|  |  |
| --- | --- |
| BOOKING CONFIRMED |  |
| TOTAL AMOUNT OF BILL DUE |  |

**HALL LET AGREEMENT LICENCE including terms and conditions**

**UNITED REFORMED CHURCH ('the Church')**

On behalf of the Church

The Elders

Insert address details

Amount of Hire Charge: Donation or £..... per hour/session.

The Church's Public Liability Insurance does not extend to external hirings. Hirers must ensure that they have current Public Liability Insurance and show a copy of it to the Hall Booking Clerk.

Many clubs and organisations hold a policy which covers hiring of premises.

The hirer must have in place a safeguarding policy or will adopt the church's safeguarding policy compliant with and relating to the appropriate legislation and best practice in connection with vulnerable adults and children, their supervision and safety. The hirer agrees that whilst using these premises, this policy will be upheld.

The hirer agrees to adhere to all criteria in their individual Risk Assessment during Covid 19 restrictions, including cleaning all areas they have come into contact with, including but not restricted to the church hall and toilets.

**General terms and conditions**

1. These terms and conditions are designed to protect both the hirer and \*\*\*\* URC. Please ensure they are adhered to, because any breach may result in the termination or future termination of the hire agreement.
2. \*\*\*\* URC reserves the right to refuse or terminate any use or hire of the church premises. Under normal circumstances either party must give **four (4) weeks’** notice in writing, of the intention to cancel any **regular** hiring agreement.
3. Any equipment used by the Hirer (which belongs to the church or the Hirer) must only be for the specific purpose that the equipment is designed for. **You must ask permission** to store your own equipment on church premises – this cannot be guaranteed. If you do have equipment at the church make sure that it is stored safely as \*\*\*\* URC will not be held responsible for any loss, damage, or injury which may be incurred by or be done or happen to any person or persons whilst on the premises. Your own personal equipment which is stored at church should be insured under your own insurance.
4. The hirers should be aware that these premises are principally for the use of \*\*\*\* URC and it may be necessary to ask the hirer to cancel or re-schedule a hire period. \*\*\*\* URC reserves the right to do this, and a ***4 week notice*** of such a change will be given in writing.

**Payment for your event**

Your event must be **paid in full 7 days before** your event if you are paying by **Bank Transfer**. If this is not possible then please pay by **cheque or cash** on the day of your event, to the person who opens up for you. A receipt will be issued. **Cash on the day is the preferred option for one off events like parties.**

If you pay by Bank Transfer please make sure that you put a clear and simple reference on your transfer e.g. BROWN 2ND FEB PARTY. Our bank details are on the booking form.

**During your event**

1. You must only use the rooms that you have booked and paid for (the kitchen can be used by anyone free of charge). **Please adhere** to the times that you have booked, as there may be other bookings before or after you. **Your booking time should include enough time to set up and tidy away.** You will be charged for the hours that you have booked, even if you finish early, as we will have scheduled any heating and/or other hires around your booked times.
2. Heating of the premises is the responsibility of St John’s URC. **Hirers must not tamper or attempt to vary the settings of the heating program or any of the radiators**, as this interferes with the heating programme, and will affect those coming into the halls after you.
3. Once your event has started please make sure that the **front doors or the double doors near the front doors are locked**, and remain locked during your event. This is for safeguarding reasons. (Although during the Pandemic this rule is waived).

**Before you leave the premises**

1. The premises must be left in **the same clean and tidy condition** as they were found, **all chairs must be stacked no more than 4 high** (Health & Safety Regulations), and all tables and any other equipment used must be returned to their original place or storage room.
2. The hirer must ensure that before leaving the premises, all windows, inner doors and Fire Exits are **closed and secured.** Please ensure that lights and any electrical appliances, gas fires and gas cooker (if used) are properly turned off.
3. The cooker, microwaves, and all work surfaces **must be cleaned after use**. All crockery etc must be **returned, cleaned and stored away correctly**. Before leaving the premises, the hirer is responsible for **checking the toilets** to ensure that they are left in a clean and tidy state, and that no taps are left running.
4. **Hirers must take responsibility to ensure that all rubbish and unwanted foodstuffs is removed from the premises and disposed of in the external rubbish and recycle bins outside of the Church Hall in the Car Park.**

**Legislation**

1. Safeguarding in the United Reformed Church (URC) is underpinned by Jesus’ command to “love one another as I have loved you” (John 13:34- 35). Above all, the Church aspires to be a loving community, offering a welcoming environment in which people can flourish, safe from harm. All who profess to follow Jesus Christ continue to have a collective responsibility to uphold the rights of the least powerful and protect the most vulnerable in society as an expression of God’s love’. (Good Practice 4 URC page 10)

You are required to ensure that children and vulnerable adults are protected at all times by taking all reasonable steps (for the purposes of the URC ‘Good Practice 5’, an adult is anyone aged 18 years or over, whilst recognising that, for certain purposes, Scots law treats 16 and 17 year olds as adults). **For regular organised groups which include children, young people and vulnerable adults** - you should abide by your own safeguarding policy, if you have one, or by that of this church.

***Please contact the Hall Bookings Clerk to show them a copy of your Safeguarding Policy or if you wish to adopt the URC one.***

1. In line with National Legislation, there is a **no smoking policy** existing in all areas of the church and its buildings, and must be adhered to, and any breach of this section of the agreement may result in the termination of any hire agreement without notice.
2. **No alcohol** is to be consumed on \*\*\*\* URC premises without the prior approval of them, and any breach of this section of the agreement may result in the termination of any hire agreement without notice.
3. We expect you to know the conditions for applying to \*\*\*\* Borough Council for a Temporary Event Notice under section 100 of the Licensing Act 2013. \*\*\*Insert relevant Borough Website address. If relevant, please send a copy to the Hall booking Secretary at least 10 days before the hire commences.

**I affirm and confirm the terms and conditions as above governing the hire of the church premises and I wish to hire the premises on these terms.**

**Signed: (Renter) ………………………………………………………….. Date:……………………………….**

**Signed on behalf of the Church: …………………………………………………….. Date: ………………………**