

John Pearson Hall Booking Form

Hire Rates:	Occasional Hire	Regular Hire <i>A regular hire is one that hires the facility every week, month or term.</i>
Hire of the John Pearson Hall (includes heating and use of kitchen)	£18 per hour	£12 per hour

Name of Organisation				
Title of Event/Programme				
Date Required				
Start Time:				
Finish Time:				
Number attending (approximate)				
Table and Chairs Required	Tables Required		Chairs Required	
Name and address of person responsible for booking	Name:			
	Address:			
	Email:			
	Tel. no.			
Signature accepting responsibility for compliance with Conditions of Use, including fire regulations				
Date of signature				
Booking confirmed (Office use only)				
Event type (Office use only)				
St. John's contact				

HIRE REQUIREMENTS	No. of Hrs required	Cost (per hour)	TOTAL
John Pearson Hall			
		TOTAL to pay	

Please make payment via Bank Transfer to:

'PCC of New Alresford' Account no. 04129849 Sort Code: 51-61-09 Reference: JPH Hire

Return form to: Penny Forbes, Benefice Office, St. John's Church, West Street, Alresford, SO24 9AG

**Office open Monday – Friday 10am – 12pm Tel. 01962 733545,
email: arlevallychurches@gmail.com**

TERMS AND CONDITIONS FOR THE USE OF THE JOHN PEARSON HALL (ST. JOHN'S CHURCH) ALRESFORD

1. **APPLICATION FORM:** A signed application form is required for each event. However, in the case of weekly or regular bookings one form at the beginning of each calendar year is sufficient.

USE OF JOHN PEARSON HALL: The John Pearson Hall shall only be used for the purpose stated at the time of the booking and the Church reserves the right to cancel the booking without notice if it becomes aware that the John Pearson Hall is to be used for some other purpose.

HIRE PERIOD: The hirer shall only have use of the premises, equipment and facilities for the periods agreed and all preparation and clearing up must be within the booked periods.

JOHN PEARSON HALL KEY COLLECTION: The John Pearson Hall key will be available for collection in person from the key safe on the wall outside the entrance. Please contact the Benefice Office for the safe code. The key should be returned at the end of the event.

2. **PAYMENT:** For all bookings the total hire charge must be paid at the time of booking unless alternative arrangements are agreed in advance.

Please make payment by Bank Transfer to **PCC of New Alresford, Account No: 04129849, Sort Code: 51-61-09** marked with the reference on the invoice. Receipts will be issued only on request.

3. **CANCELLATION OF BOOKING:** Notice of cancellation by a hirer should be given at the earliest opportunity. In the event of a cancellation, the hire charges may not be refunded unless another booking can be found. Should the hall be unavailable due to circumstances beyond our control all payment received will be refunded but no further liability can be accepted.
4. **PUBLICITY:** Upon receipt of the initial payment, the Benefice Administrator will be pleased to provide hirers on request with the following publicity, whenever possible:
 - date, time and title of event in the Friday Notices, The Arle Valley Voice Benefice Magazine, and the Parish Website;
 - display your poster on church noticeboards when space permits (maximum A5 size).
5. **CAPACITY:** The number of people in the John Pearson Hall **must not exceed 80 seated or 100 standing** at any time.
6. **RISK ASSESSMENT AND PUBLIC LIABILITY INSURANCE:** All Hirers must provide the Benefice Office with a copy of their Risk Assessment and Public Liability Insurance as appropriate for all events.
7. **FIRE PRECAUTIONS:** Hirers are required to observe fire precautions, and must make themselves familiar with the locations of appliances, and of fire exits, which must not be obstructed. The Hirer must nominate a competent person to take charge in the event that an emergency occurs and comply with all conditions and regulations made in respect of the premises by the Fire Evacuation Procedure displayed on the premises (a copy of which is attached to these Conditions of Hire).

8. **EMERGENCY EVACUATION:** Hirers are required to provide and train stewards to control any emergency evacuation of the Hall which may become necessary. See Emergency Information Pack.
9. **SAFEGUARDING:** All events must comply with the St. John the Baptist Church Safeguarding Policy, a copy of which can be found on the Benefice website (www.arlevalleychurches.org.uk).
10. **FIRST AID:** A First Aid Box is in the kitchen, together with copies of the form that must be completed in case of an accident. Please follow the instructions on the form and return to the Benefice Office.
11. **SMOKING:** Smoking is not permitted anywhere on the premises. No naked flames are allowed anywhere on the premises, with the sole exception of candles on celebration cakes, which **MUST** be under close supervision while lit.
12. **NOISE:** The Hirer shall show consideration to other users of the John Pearson Hall and to people living in nearby houses. They should ensure noise is kept to a minimum and that there is no obstruction to nearby roads.
13. **TABLES & CHAIRS:** Please indicate the number of tables and chairs you require for your event on the booking form. Hirers must return tables and chairs to their stacked positions.

14. HOUSEKEEPING

RUBBISH: Please note that ***all rubbish must be removed from the site***. The Church dustbins are NOT available for this purpose. Hirers should leave the hall as they would expect to find it.

SECURITY: The premises must be left secure: **cooker, taps, dishwasher off; heating system off; doors and windows locked; lights out.**

NOTICES, DECORATIONS etc must **not** be attached to walls or ceilings.

TEA TOWELS are not supplied.

DISHWASHER: Instructions for the use of the Dishwasher can be found in the kitchen.

ELECTRICAL EQUIPMENT: All electrical equipment used in the Hall must be PAT Tested.

Any failure of equipment belonging to the Church must be reported by the end of the event.

KITCHENWARE: All used kitchenware is washed, dried and returned to the appropriate storage locations.

CLEANING:

The refrigerator and cooker are left clean after use.

All surfaces, including sinks, are wiped down after use.

All floors are swept and, where necessary, mopped down.

All waste foods / materials must be completely cleared off the Premises and grounds.

If food is to be prepared or served and/or if the kitchen is to be used, the Hirer will be responsible for correct Health and Safety practices under the Food Safety Act of 1990 and any subsequent related regulations. If professional caterers are employed their names and addresses must be supplied to the PCC if so requested.

15. **ALCOHOL:** The John Pearson Hall does not allow the sale of alcohol, either directly or indirectly, indirectly meaning, for example, that the sale of alcohol may not be included in the price of the entry ticket to an event, through raffle tickets, donations etc. (See below page regarding Temporary Event Notices).

SALE OF ALCOHOL: The sale of alcohol (which includes the provision of alcohol in return for 'donations', or the inclusion of alcohol in the ticket price) is only allowed if the User has obtained a Temporary Event Notice Licence (TEN), with the permission of the Benefice Office. There is a limit on the number of TEN's which can be granted to any premises in a year, and so if alcohol is to be sold by the User during the booking the User must apply to the Benefice Office when booking for permission to apply for a TEN. If permission is granted, then the User is responsible for applying to Winchester District Council for a TEN for the sale of alcohol and for the cost thereof. **A copy of the front sheet of the TEN is required for Benefice records in advance of the event.**

16. **PERFORMING RIGHTS LICENSING (PPL/PRS LICENCE):** St. John the Baptist Church is not authorised to permit the use of copyright material in functions for which the premises are made available. The organisers of events on the premises must arrange directly with PPL and PRS for Music for all licences required for the use of copyright material, and undertake to indemnify St. John the Baptist Church in respect of any claim made under copyright law. **A copy of the licence, if needed, must be provided to the Benefice Office prior to the event.**

NOTE: If any charges are incurred by St. John the Baptist Church, Alresford for copyright fees, these will be invoiced to the hirer subsequent to the event.

GENERAL CONDITIONS

1. The PCC shall retain control, possession and management of the premises. The Hirer shall not exclude the PCC or any church member who requires access.
2. The Hirer shall, during the hire period, be responsible for supervision of the premises, its fabric and contents and care thereof and the behaviour of all persons using the premises.
3. The Hirer shall indemnify the PCC for the cost of repair of any damage caused to any part of the property, including floors, or the contents of the premises that may occur during the hire period as a result of the hire. To this end, a partial/fully refundable damage/cleaning deposit will be levied before commencement of the hire period.
4. The Hirer shall not sub-let or use the premises for any unlawful purpose or bring on to the premises anything that may endanger the same or invalidate any insurance policies in respect thereof. In particular, the Hirer shall not undertake any activity that contravenes the law as it relates to gaming, betting and lotteries.

5. The Hirer shall abide by any requirements arising from Government restrictions or guidelines that may be in force during the period of hire. Any such requirements will be advised to the Hirer at the time as necessary.

Hirers are reminded of their responsibilities under Health & Safety legislation. They should familiarise themselves with the Health & Safety Policy Document. The Hirers should inform those attending the event of the emergency procedures at the start of that event.

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of hirers to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers are required to provide details on an Accident Record Form of any accident or incident occurring during their occupation of the premises, which did or could give rise to injury or illness, as soon as possible after the accident or incident but in any case, before the premises are vacated by the hirers after the event. See Emergency Information Pack.

The **PCC (Parochial Church Council)** is not responsible for any of the Hirers cancellation costs in the case of the Church being unavailable due to unforeseen circumstances, such as a fire or power failure. Hirers should take out cancellation insurance at their own expense.

The **PCC** does not accept responsibility for any loss or damage to the goods of the hirer, or of third parties, on the premises, if caused or contributed to by any negligence on their part of the Hirer or their agents.

The **PCC** retains discretion to refuse any application for the hire of the Church for purposes which they consider inappropriate to the premises.

The **PCC** reserves the right to review hire rates on an annual basis.

I have read, understood and accept the above Terms and Conditions of Hire as laid down by the **Parochial Church Council**.

SignedDate.....