



# St Mary's, Kemp Town

## Church Hall Booking Form

**Please complete and return to the Venue Administrator at:**

St Mary's Church, 61 St James's Street, BN2 1PR

**Alternatively, you may email it to:**

info@stmaryschurchbrighton.org.uk

	Booking Contact	Billing Contact (if different)	
<b>Name</b>			
<b>Address</b>			
<b>Phone</b>			
<b>eMail</b>			
<b>Name of Organisation</b>		<b>Info to be included on invoice- e.g. Purchase Order</b>	
<b>Title of Meeting</b>			
		<b>Is this a public event?</b>	
		<b>Is this a regular event?</b>	
		<b>If so, please specify frequency.</b>	

**Expected Group/Audience Numbers**

<b>&lt;20</b>	<b>20-30</b>	<b>30-50</b>	<b>50+</b>
<b>Give details in Customer Notes (below)</b>			

**Dates and Times Required (as appropriate)**

	START	END
<b>LOAD-IN and SETUP</b>		
<b>REHEARSAL</b>		
<b>PERFORMANCE or MAIN EVENT</b>		
<b>CLEAR and LOAD-OUT</b>		

**Facilities/Equipment Required (subject to availability and agreement)**

<b>Square tables</b>	<b>Storage space</b>	<b>Small Hall</b>
<b>Rectangular tables</b>	<b>Parking space</b>	<b>Large Hall</b>
<b>Stacking chairs</b>	<b>Kitchen</b>	<b>Give details in Customer Notes (below)</b>

**Customer Notes** (additional info about booking)

*Please note that St Mary's Church cannot be held responsible for the loss of any belongings or equipment brought into the church hall during the hire period.*

*In the case of one-off events, on receipt of this booking form, we will issue an advance invoice, payable a fortnight before the event. Except in unavoidable circumstances, cancellations within a 7-day period carry a 25% charge, within 48 hours a 50% charge applies, and within 12 hours the full cost is payable.*

*Unless otherwise advised, monthly/weekly sessions will be invoiced monthly, in arrears. Sessions cancelled with less than 24 hours' notice are subject to a 100% charge.*

- **I have read the conditions of hire, listed below, for St Mary's Church Hall and agree to abide by them.**
- **I acknowledge that on receipt of keys to the church hall, I may not copy them or transfer them to a third party without the permission of St Mary's Church.**
- **I understand that if I lose the keys or am unable to produce them on demand, I (or my organisation) will incur a fee of £25.**
- **I accept that I (or my organisation) will be liable for the cost of installing replacement locks if, because of negligence on my part, the Church officers believe the security of the church has been compromised and require the locks to be changed.**

<b>Name (print)</b>	<b>Signed</b>
<b>On behalf of (if appropriate)</b>	<b>Date</b>

## Safeguarding and Child Protection

*Please also sign this section if your activity involves people aged under 18.*

- I have read and agree to abide by the Parish Safeguarding Policy Statement.
- I acknowledge that children must be supervised at all times while in the church hall and must not be left unattended in the toilets. Children are not allowed in the kitchen, except by prior arrangement with the Safeguarding Officer or other Church Officer.

Name ( <i>print</i> )	Signed
On behalf of ( <i>if appropriate</i> )	Date

## Additional Key-holder

*St Mary's Church may agree to issue a second set of keys to a hirer for use by another member of their organisation.*

- In this event, the person who signs the contract for the hire of the church hall remains liable for the keys and any misuse or negligence of the additional key-holder.
- If this arrangement has been agreed with St Mary's Church, please ask the additional key-holder to give their full contact details below.

Name ( <i>print</i> )	Signed
Address	Date
	Phone
	eMail

## Conditions of Hire

The church hall is used by many different groups, and we need people's cooperation to keep it safe and clean for everyone. We reserve the right to levy a charge for cleaning of at least £50 (fifty pounds) if hirers should leave any part of the premises in a dirty or untidy state. If you find problems with cleanliness at the beginning of your hire, or have any other cause for concern, please inform the church on **07434 121659 or 01273 698601**.

The terms of payment for your hire will be specified in the invoice that St Mary's Church issues to you. Depending on the nature of the event, this may include a cleaning deposit that will be refunded provided the premises are left in a satisfactory state.

## Children and Safeguarding

If your group includes anyone aged under 18, you must sign and adhere to our Parish Safeguarding Policy. If you have any questions or wish to follow your own safeguarding policy, please speak first with **Becky Donoher on 07939 206024**.

Children must always be supervised, and their behaviour monitored to avoid them causing themselves injury in the church hall. Children must always be accompanied in the toilets by a responsible adult. They are not permitted in the kitchen unless this has been agreed with the Safeguarding Officer or other Church Officer.

## Risk Assessment and Public Liability

You must conduct your own risk assessment and ensure that you have adequate public liability insurance for the activities that you and any associates plan to conduct on the premises.

## Electrical Equipment

Any electrical equipment introduced into the premises must have been tested by a qualified electrician within the last 12 months.

## Alcohol

If you wish to sell, or otherwise offer, alcohol at your event you must procure a **Temporary Event Notice (TEN)** from Brighton and Hove City Council and inform us of your plans. We reserve the right to charge you an increased hire fee for an event using a TEN or to oppose an application.

You must remove all alcohol containers and traces of alcohol at the end of your hire. If necessary, wash the bins to remove alcohol dregs.

**Commercial hires must take alcohol containers away with them; they may not use the community recycling bins for disposal of bottles and cans.**

## Use of the Church Hall

**The main entrance must not be left on 2-way access if the lobby is unattended. The security of the building remains the responsibility of the hirer at all times.** Please note, you may NOT block access to the main exit or fire exit, even temporarily.

You may rearrange tables and chairs as long as you leave them stacked tidily at the end of your hire. Please leave the building in a clean condition. If necessary, sweep and wash the floor at the end of your hire. Cleaning materials are stored in the cupboard to the left of the kitchen door. A charge of at least £50 (fifty pounds) will be levied if any part of the premises is left in an unfit condition.

If necessary, switch on the heating as desired, using the timer switches.

## Use of the Kitchen

You may use the kitchen by prior agreement with us. If making more than an occasional cup of tea, please bring your own supplies. Washing-up liquid, other cleaning materials, bin bags etc, along with cups for customer use can be found in the cupboard to the left of the kitchen door. Please note, we do not supply tea towels.

Please wash up any crockery or cutlery that is used and empty the bins. If used, please ensure that the boiler is turned off at the end of your session. Sweep and wash the floor if necessary.

## When You Leave

- Check that no one is left in any part of the church hall.
- Check that the fire exit is locked externally.

- Turn out all the lights and exit by the sliding doors to St Mary's Place, locking them using the instructions included with your keys.
- Leave keys in church hall letterbox, unless other arrangements have been made with Church Officers.

## ***Parish Safeguarding Policy Statement***

***Hire of St Mary's Church Hall is conditional upon you following the Safeguarding Policy of the Parish of Brighton, Kemp Town: St Mary. Any concerns or allegations about or by children that arise during your hire should be communicated promptly to Becky Donoher on 07939 206024.***

The following policy was agreed at a meeting of the Parochial Church Council on 5th November 2018, and is reviewed annually.

As members of this PCC, we are committed to the safeguarding, care and nurture of all our members.

- We recognise that safeguarding is everyone's responsibility.
- We are committed to implementing all safeguarding policies and practice guidance issued by the House of Bishops.
- We will carefully select and train all those who work or volunteer in positions of trust. We will use the Disclosure and Barring Service, amongst other tools, to check the background of each person.
- We will respond, without delay, to every concern made that a person for whom we are responsible may have been harmed.
- We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.
- We will seek to ensure that anyone for whom we have pastoral responsibility who has suffered abuse is offered support that meets their needs.
- We will respond appropriately to those who have committed sexual offences who wish to join our fellowship, following House of Bishops' guidance and the advice of the Safeguarding Team.
- We will review this policy annually and as part of this process will ensure that all our procedures, particularly in relation to the Disclosure and Barring Service, are up to date.

Our Child Protection Policy is coordinated by our Parish Safeguarding Officer, who is:

Name **Becky Donoher**

Address **St Mary's Church Kemp Town, 61 St James's Street, Brighton, BN2 1PR**

Telephone **07939 206024**

Email **beckydonoher@aol.com**