

Amblecote Church Hall

Regular Hire Booking Form

Organisation:	
Name:	
Address:	
Town:	
Post Code:	
Telephone:	Mobile:
E-mail:	

Use / Purpose of hire.....

Approximate numbers to attend: Children.....Adults.....

Day	Time (Start & Finish)	No. of hours per week

Start Date:.....

Total weekly hours:.....@ £15.00 per hour = £.....per week

Total monthly hire charge: £.....

Please read and then sign the "Regular Hire Conditions of Hire."

First months Hire Fee: Amblecote Church Hall Management Committee

Sort Code: 60-12-49

Account Number: 74042769

All future hire fees must be paid one calendar month in advance

Please return forms to
The Booking Secretary, 91, Trinity Road, Amblecote, Stourbridge, DY8 4LZ

Thank you for supporting Amblecote's Church Hall we look forward to working with you.

Holy Trinity Amblecote Church Hall Regular Hire Conditions of Hire

1. The hirer is responsible for any damage to or loss of fixtures or fittings of the premises during the hours of hire. **The hall should be left in a clean and tidy state at all times.**
2. All chairs should be returned to their storage area at the rear of the hall and be stacked in piles of no more than 5 chairs high. Tables should be stacked neatly on the trolley and be returned to the storage room.
3. Vehicles (and contents) parked on the church hall car park are parked entirely at the owners risk. Hire of the hall does not give hirers the exclusive use of the car park.
4. The Church Hall is a strictly "NO SMOKING" venue.
5. Hirers must ensure that all music (amplified or live) or any other amplified sound ceases at 10.00pm. The whole building must be cleaned and vacated by 10.30pm.
6. All lettings are open to the Church Hall Management Committee/Church Officers to ensure adherence to the conditions of hire.
7. The church hall is licensed by DMBC for a maximum of 100 people or 85 seated. These limits must be adhered to at all times.
8. The hirer is responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those held by the PCC.
9. Hirers are advised to make their own arrangements for personal accident insurance and are reminded that the Hirer is responsible for any accident or injury arising from the activity for which the hirer has booked the Church Hall and should have a nominated first aider and where appropriate someone designated to act as a fire marshal who is familiar with the Hall's evacuation procedure.
10. The hirer should not sublet or use the premises for any unlawful activity.
11. The hirer must ensure all lights, electrical and gas appliances are turned off before vacating the premises. Pictures, posters, balloons or notices must NOT be pinned or stuck to any of the walls. NB: This will require payment for repair of any damage.
12. Hirers are required to record details of any accident or incident occurring during the hire which did or could give rise to injury as soon as possible after any accident/incident. This MUST be done before the building is vacated. An accident book for this purpose is located in the kitchen cupboard marked "First Aid".
13. All hirers must have a safeguarding policy for children and vulnerable adults or have adopted the Church policy.
14. If for some reason you will not be using the Church Hall at your pre-booked slot at least 14 days notice must be given to the booking secretary in order that no hire charges are made.
15. If either party decides to terminate the booking a minimum of **3 months notice** must be served.
16. Verbal or physical abuse from hirers will not be tolerated and will be referred to the appropriate authority and any agreement will be terminated immediately with no refund.
17. Hirers must ensure that radiators or any part of the heating system is not altered in any way. If it is an engineer's call out fee will be charged to the hirer for resetting the system.
18. Any hirers exceeding the agreed hire time should expect to be charged accordingly.
19. Exact dates of all bookings including any holiday periods must be given in writing to the Booking secretary no later than 31st December annually.

I have read and agree to the above conditions of hire and agree to comply with them.

Signed:..... Print:..... Hirer

Signed:.....Print:..... Booking Secretary/Church Officer