



THE CHURCH OF ENGLAND

John Stobbert Hall St. Paul's



Church, Bushey Hall Road, Bushey, WD23 2EQ

Name of Hirer..... Organisation..... (if applicable)

Address.....

..... Tel No..... Nature of

Function.....

I have read the terms and conditions, which I accept on behalf of the organisation named above, and hereby apply for the hire of the accommodation specified, for which I agree to pay according to the scale of charges shown below. I am over 21 years of age.

Signed .....Date .....Email.....

SCALE OF CHARGES

Saturdays £35 per hour (Minimum booking 3 hours)

I wish to hire the Church Hall

Date(s) of Hire .....

Times: From..... To .....

(adequate time must be allowed for preparation and clearing in addition to function time) Is

liquor to be served?.....(please note 'Conditions and Terms of Hire' paragraph 3)

Number of persons attending..... (maximum number allowed in the Hall is 80) Total cost

of booking: ..... hours at ..... per hour = £ .....

(Please make cheques payable to Bushey PCC)

PLEASE BE CONSIDERATE ABOUT NOISE

To confirm the booking, please return the following to Jill Macey 48 Siskin Close, Bushey, WD23 2HN Tel: 07736680501

1. This form, completed and signed on both sides (i.e. Application for Hire AND Conditions & Terms of Hire)

2. The hire fee is not returnable. A £50 deposit will be required when collecting the key and this is returnable subject to the premises being left in a satisfactory condition and the conditions & terms adhered to.

The second key on the keyring is for the BLUE SHED which contains tables and adult chairs, should they be required. Chairs and tables should be returned to the shed after use

**JOHN STOBART HALL, ST PAUL'S CHURCH, BUSHEY JOHN STOBART HALL, ST. PAUL'S, BUSHEY HALL ROAD CONDITIONS AND TERMS OF HIRE**

1. The Hirer shall indemnify Bushey Parochial Church Council (PCC) from and against all costs, claims, expenses or damage incurred or suffered by the PCC arising either directly out of the use by the Hirer of the hired accommodation and equipment at the hall. Please note any activity you enter into is not covered by the PCC's public liability insurance.
2. It is a condition of the hiring that no responsibility can be accepted by the PCC for loss of, or damage to, any private property which may be brought on to the premises as a result of the hiring.
3. These Premises are not licensed for the purpose of selling intoxicating liquor, nor is there an entertainment license. It is your responsibility to ascertain whether a license is required and to obtain one should this be the case.
4. You are required to carry out health and safety and fire risk assessments for your activity. In the interest of public safety, all fire exits must remain unobstructed at all times, and the internal fire door to the kitchen be allowed to close automatically.
5. No nails or screws shall be driven into or otherwise affixed to any part of the building. All decorations or posters must be removed at the end of the hiring. Please do not use sellotape.
6. It is the responsibility of the hirer to leave the premises clean at the end of the function. Empty bottles, rubbish etc. must be removed from the hall. Chairs and tables must be returned to the Blue Shed before you leave.
7. All doors must be securely locked and all heaters and lights put out before leaving.
8. The PCC wish to emphasise that it is the responsibility of the person hiring the accommodation to ensure the maintenance of order in the hall and in the immediate surrounding area.
9. The hall must be vacated by 10.00 pm.
10. Discos/live music are not permitted.
11. Whilst we try to maintain a comfortable temperature in the hall, this may not always be possible during periods of particularly cold weather/long periods when the hall is not used. You may wish to visit the hall a few hours prior to your booking and adjust the heating if necessary. There is a curtain heater above the door as well as central heating radiators - the thermostat for which is on the wall by the serving hatch.
12. The Parish of Bushey has a Child Protection Policy (copy located in the hall/foyer). It is important that the following safety standards are observed: ▪ At least 2 adults for every group whatever the size, keeping a gender balance ▪ If a young person is alone with an adult for any reason there must be another adult nearby and the young person must be informed where that person is ▪ No one under 18 should be in charge of a group ▪  
Ensure that details of the name, address, date of birth and parental contact number is taken for each child/young person attending ▪ Ensure that at least one adult present has a fully charged mobile phone.
13. The PCC reserves the right to terminate any letting without prior notice where complaints are received from neighbouring residents. Any misconduct by any person attending a function may result in the Hirer, or his/her organisation, being refused further booking.
14. The PCC reserves the right to refuse any application, or cancel a letting at any time without incurring any obligation to the Hirer.
15. THE LETTING ARRANGEMENTS SHALL AUTOMATICALLY BE TERMINATED BY THE BREACH OF ANY OF THE CONDITIONS CONTAINED HEREIN AND DEPOSIT MONEY FORFEITED.

The Hirer to sign Conditions and Terms of Hire form on reverse of booking form to confirm they have read and accepted the conditions. (Please retain the enclosed copy of Conditions and Terms of Hire for your own reference.

Hirer's signature.....Date.....