

## APPLICATION FOR USE OF ST JAMES THE GREAT COMMUNITY CENTRE (“THE HALL”)

Date:	
Time:	
Purpose:	
Group/Individual:	
Contact name: Are you a Parishioner at St James Church – Yes/No	
Telephone number	
Email:	
Contact address:	

The following items includes the Parish Risk Assessment for the use of the hall:

1. The use of the Hall includes the main hall, the kitchen and the cloakrooms (but not adjacent smaller hall) **Children are not allowed in the kitchen or bar areas at any time. Maximum of three adults at any one time in the kitchen.**
2. The use of the bar and stage **is not** included in this hiring.
3. Hire Charges: Deposit £100. £40 per hour or part thereof (including 30 minutes before and after the event). **Please note** that, when calculating your costs, you should include the following when submitting your booking form:

<i><b>For all private parties and events.</b></i>	<i><b>Cost</b></i>	<i><b>Required on Booking</b></i>
<i><b>Payment for 1 hour for setting up and cleaning up after your event</b></i>	<i><b>£40 <u>single charge</u></b></i>	<i>To be included with your initial payment.</i>
<i><b>Add the charge for each hour of your event</b></i>	<i><b>£40 <u>per hour</u></b></i>	<i>To be included with your initial payment – e.g. a 2 hour party would cost £80 plus £40 for setting up and cleaning up = total of £120</i>
<i><b>Deposit</b></i>	<i><b>£100</b></i>	<i>This should be lodged in a separate cheque or cash and is refundable after your event once the centre has been checked.</i>

4. Rubbish and food waste are to be removed from the Hall before leaving and taken home.
5. Toilets must be kept clean and left in a sanitary condition when exiting the hall. Children are to be supervised at all times.
6. No decorations are to be put up in the Hall using Blu Tack or Sellotape. All decorations

for the event are to be removed from the Hall before leaving. The Hall is to be left clean and tidy and ready for the next user.

7. All furniture and other items are to be put back in their place (see the plan on the notice board). Any furniture in particular children's tables and chairs from an adjacent hall are to be returned to that hall after use.
8. Care should be taken of the Hall and the furniture and other contents and the hirer shall be liable for the cost of making good any damage or loss caused to the Hall or the furniture or other contents.
9. If the stage is not included in the hire it shall not be used for any purpose and in particular no children shall be allowed onto the stage. Children must be kept supervised at all times.
10. In the case of an evening hiring the event must cease by 11.00 p.m. and the Hall shall be vacated by 11.30 p.m. unless other arrangements have been agreed.
11. No lighting, heating, power or other electrical fittings or appliances in the Hall are to be altered, moved or any way interfered with.
12. No additional lighting, heating, power or other electrical fitting or appliance are to be installed or used without the prior consent of the Parish Priest of St James the Great or any person authorised by him to give such consent.
13. No bubble machines, smoke machines or bouncy castles may be brought into or used in the Hall.
14. The number of persons who may use the Hall shall not exceed 100.
15. All Fire Exits to be kept clear at **all times**.
16. Care to be taken in carpark area. Be aware of all pedestrians and moving vehicles. Children to be supervised at all times.
17. Hirers are reminded that it is illegal to smoke in any part of the parish premises. **Hirers are instructed to familiarise themselves with the location of the fire exits and have an evacuation plan in place in the event of an emergency.** Hirers are also reminded to read the health and safety notices located at the hall entrance.
18. Any goods, articles or property of any kind brought into or left at the Hall are at the sole risk of the hirer and the hirer shall not be entitled to any compensation for any damage or loss to any such goods, articles or property howsoever arising.

- 19.** In the event of any accident or incident, a full written record of the incident is to be recorded in the relevant document which is kept in the hall kitchen. The parish office must be notified in writing within 24 hours with full details of the incident/accident. Noise shall be kept to a reasonable level during the period of the hire of the Hall.
- 20.** All liquor licensing requirements must be complied with in the event that any intoxicating liquor is brought into or consumed in the Hall. No intoxicating liquor shall be supplied to persons under the age of 18 years.
- 21.** The Parish Priest of St James the Great shall be entitled to cancel this booking at any time. In the event of such a cancellation the Hirer shall be entitled to be repaid any deposit or other payment made for the hire of the Hall and the Hirer shall be entitled to no further payment whether for consequential loss or otherwise.
- 22.** The hall manager, or his representative, reserves the right to inspect the premises at any time to ensure compliance with the hall hiring regulations.
- 23.** **The application by the Hirer to use the Community Centre on the terms of this agreement will be processed by the Parish administrator.**
- 24.** **We confirm that we have read and understood the Archdiocese of Southwark’s Safeguarding Policy and agree to abide by it.**

I.....hereby (on behalf of) ..... (both together called “the Hirer”) **agree to the above terms and confirm that I have read and understood them.**

Date .....