

LINSLADE PARISH HALL AND ST. BARNABAS CHURCH BOOKINGS

CONDITIONS OF HIRE

Amended: January 24th 2007

The Hall and Church are the responsibility of the Parochial Church Council (P.C.C.) of Linslade and are run as a service to our community. We wish to encourage the frequent use of these facilities by community groups at a cost that is as low as possible.

	St. Barnabas Church	Parish Hall
1. Access/ Keys	In general, we prefer to have a member of the church on duty to welcome users to the church. Please check with the office who is to open and lock the church.	For occasional bookings, keys must be collected from Mrs Janet Miller. Keys must be returned immediately after locking up the hall. Regular users may keep keys for the duration of their hire agreement. Loss of keys will incur a charge for the cutting of new keys and replacement of the locks.
2. Accidents	Please note that the PCC of Linslade cannot accept any liability for accidents whilst in church, the hall or otherwise on church land. Users are responsible for insuring their activity, participants and visitors. We record all accidents on our premises. Therefore, If an accident should occur, hirers are expected to notify us in writing of the cause and the impact of the accident including details of actions taken, injuries sustained etc. Please send any such report to the Parish Office, address below, within 24 hours.	
3. Cancellation	A letting may be cancelled at any time until 48 hours before the event without loss of the deposit. After this time the deposit may be retained. If we have to cancel a letting for any reason (see also note below about the hall rebuilding project) we will try to give at least four weeks notice and will provide a full refund. Regular bookings may also be cancelled by us. In such cases, we will give four weeks notice. In very exceptional cases, we may be forced to cancel a booking at shorter notice (e.g. because of heating failure, gas leak, power cuts, double bookings etc.) in which case we cannot be liable for any losses arising	
4. Car parking	Use of the car park is included in the letting fee. Although it is large, we cannot guarantee that space will be available for all who wish to park. It is a condition of hire that the Parochial Church Council of Linslade and its officers will accept no responsibility for loss from or damage to vehicles in the car park. These are parked entirely at their owners' risk.	
5. Catering	Any refreshments for concerts etc. must be provided by the church and negotiated at the time of booking.	Please note that the current kitchen may not be used for preparation of any food, nor for serving anything except pre-

	St. Barnabas Church	Parish Hall
		prepared and pre-wrapped food, and for hot and cold drinks. Please use the urn only for heating water for hot drinks.
6. Charges	<p>The PCC is keen to encourage as much community use as possible of the church. However, we do need to make charges to cover our costs. Charges for non-church use are a minimum of £50 per session or part thereof (a session is the morning, afternoon or evening) and may be waived for community events (especially for use by schools or other community groups).</p> <p>All payments must be by cheque and made payable to "Linslade P.C.C." We do not have facilities to handle cash.</p>	<p>Charges are currently £8.50 per hour or part thereof.</p> <p>A discounted rate of £7 per hour is available for regular users (i.e. monthly or more frequent use)</p> <p>All payments must be by cheque and made payable to "Linslade P.C.C." We do not have facilities to handle cash.</p> <p>Charges must be paid in full on receipt of confirmation of booking.</p>
7. Child Protection	<p>The church has its own Child Protection policies and procedures. All Church and hall users who organise events involving children, teenagers and vulnerable adults are expected to have similar policies in place, organise their own CRB checks and carry their own public liability insurance as appropriate to the activity they are leading.</p>	
8. Clearing up	<p>Any help in clearing up after an event in church will be much appreciated.</p>	<p>After use the hall must be thoroughly cleaned according to the separate checklist. If this is not adhered to, the deposit will be retained to pay for additional cleaning.</p>
9. Consideration for our neighbours	<p>Please discourage loud noise which might disturb our neighbours, especially late at night. Ball games are not permitted in the car park: please encourage children to play in the public park opposite the hall/church.</p>	
10. Deposit	<p>No deposit is required.</p>	<p>A £20 deposit (cheque, not cash) is requested when booking a party. This will be returned after the booking unless it is required to meet any costs incurred as a result of the booking - for example: further cleaning, repairing damage, changing locks or replacing unreturned keys.</p>
11. Disabled access	<p>Access to both church and hall for wheelchair users is via the new link. A disabled toilet is provided in the link.</p> <p>In some instances, it may be necessary for wheelchair users to enter via the door at the back of the link (especially non-powered chairs)</p>	
12. Exits	<p>The north door, the main door and the door via the link should all be kept unlocked when in the church is in use.</p>	<p>The south exit by the kitchen to the steps and the north exits via the link must be unlocked at all times when the hall in use. The new emergency exit is at the end of the new corridor leading to the disabled</p>

	St. Barnabas Church	Parish Hall
		<p>toilet.</p> <p>We keep the new double doors from the hall into the link unlocked. Otherwise please ensure that all doors are locked at the end of your booking.</p>
13. Fire	<p>Unless otherwise stated, the hirer signing the booking form will be deemed to be the Responsible Person (as defined by the 2006 Fire Safety Order) who is responsible for keeping exits unlocked and clear, and for evacuation procedures in the event of fire or other emergency. This responsibility includes pointing out the exits to all participants before your event starts. It should be noted that there are no fire alarms in either church or hall.</p>	
14. Fire extinguishers	<p>There are extinguishers in church (2 by main door, 1 under the organ, 1 in the vestry, and 1 by the North Door): please note where they are on arrival</p>	<p>One extinguisher is available in the kitchen , plus a Fire Blanket</p> <p>Two Extinguishers are available in the hall.</p>
15. First aid kits	<p>A first aid kit is available in the vestry.</p>	<p>A first aid kit is kept in the lights cupboard. This is checked regularly – please inform us of any deficiencies.</p>
16. Health and Safety	<p>It is the responsibility of the hirer to make clear to all participants the location of the fire exits and the procedure in the event of an emergency evacuation. The Parochial Church Council of Linslade and its officers cannot be held responsible for loss, damage or injury whilst on the premises unless the PCC can be shown to be at fault.</p>	
17. Licensing	<p>Neither church nor hall is licensed for the sale of alcohol. Event organisers may ask for donations for alcohol but may not offer alcohol for sale. If a temporary licence is required, this must be applied for by the event organiser.</p>	
18. Lights	<p>Entry Lights are switched to the left as you enter the porch. The main light switches are situated behind the right hand pillar (near to new link) for the main church, beside the organ (for the Chancel) and in the vestry (for lady chapel). Please do not switch lights on if they have been off for less than 15 minutes – this damages the bulbs.</p> <p>Trip switches are located above the main switches to the rear of the Nave</p> <p>Emergency lighting over the exits will operate in the event of power failure.</p> <p>Please turn off lights at the end of your session.</p> <p>13 amp Power points are available on the outside walls – trip switches in the Vestry area.</p>	<p>Please ensure all lights are extinguished at the end of your booking.</p> <p>The main light switches are in the brown cupboard on the wall together with their fuses.</p> <p>Switches for the link are to be found on the wall next to and opposite the main entrance. Floodlights to the back of the link are located by the emergency exit at the end of the corridor.</p>
19. Start and		<p>All lettings must finish at 11 p.m. at the</p>

	St. Barnabas Church	Parish Hall
finish times		latest, and the hall must be cleaned and locked by 11.30 p.m. Nobody may be on the premises before the time of booking commences. Please note that the booking time includes time to set up at the start and clear up at the end.
20. Third Party liabilities	The church does not hold Third Party Liability insurance to cover users in the Parish Hall. It is a condition of hire that users recognise that Linslade P.C.C. cannot be held liable either for any other costs incurred by the hirer or for death, injury or damage to property on church premises, unless the P.C.C. can be shown to be at fault.	

Hall refurbishment: please note that we are in the middle of an extensive programme of rebuilding to the Parish Hall. This may involve closure of the hall for parts of 2007-2008 for replacement of the roof, construction of new kitchen etc. If this occurs, we will give hirers as much notice as possible and in any case at least four weeks. You may pick up more information about our project in church or in the hall, or by requesting our regular e-newsletter from stbarnabas.hall@btinternet.com .

Contacts:

- For hall bookings: The Hall Secretary, Mrs Janet Miller, 6 Calder Gardens, Linslade, Leighton Buzzard, Beds., LU7 2XE. Tel. : 01525 385326
- For church bookings: The Parish Office, Mrs. Miranda Soper, St Barnabas Cottage, Waterloo Road, Linslade, Beds., LU7 2NR. Tel. no. 371802 (parish office) or 378481 (home)

Our facilities are run and maintained by unpaid volunteers which helps us to keep charges very low. Whilst we endeavour at all times to process your booking as efficiently as we can, please bear with us if difficulties arise while we try to work with you to resolve them.

Amendments to these terms and conditions will be posted on our website and regular users are advised to check this site (<http://www.linslade-parish.org.uk/>) at regular intervals. Any formal communication about these conditions of hire or matters arising should be sent for the attention of the Churchwardens to: The Parish Office, Church Cottage, Waterloo Road, Linslade, Bedfordshire, LU7 2NR

Booking form: Hire of St. Barnabas Church and/or Linslade Parish Hall

Booking required for:
(please tick one or both)

St. Barnabas Church

Parish Hall

	Organisation name:		
Name:		2 nd contact name	
Tel./Mobile:		Tel./Mobile 2:	
Email:		Email 2:	
Address:		Address 2:	
(street)		(street)	
(town)		(town)	
(postcode)		(postcode)	
Date booking required:		_____ (day) _____ (month) _____ (year)	
For regular bookings, please give details (e.g. every week, first Monday in month):			
Start time:		Finish time:	

1. I have read and accept the conditions of hire for the hall/church. I understand the church holds no third party liability insurance in respect of lettings and that it is my responsibility to organise this, should it be needed.
2. I have noted in particular the points in the conditions of hire relating to my individual responsibility for health and safety, child protection and in case of fire.
3. I agree to pay the full charges as appropriate on receipt of written confirmation. For parties in the hall: I agree to supply a separate returnable deposit of £20. I understand that this deposit is non-returnable in the event of any of the conditions of hire being breached.
4. I understand that on receipt of this booking form, I will receive an acceptance of booking together with notification of the full fee payable. I understand that this fee must be paid by cheque (payable to Linslade P.C.C.) in full at least 5 working days before the booking.

Signed: Date:

Please return this form to:

- For hall bookings: The Hall Secretary, Mrs Janet Miller, 6 Calder Gardens, Linslade, Leighton Buzzard, Beds., LU7 2XE
- For church bookings: The Parish Office, Mrs. Miranda Soper, St Barnabas Cottage, Waterloo Road, Linslade, Beds., LU7 2NR

For office use only:

Event diaried	Form received (date)	Deposit received	Confirmation issued (date)	Full fee paid (date)	Deposit returned (date)