



Whitchurch with Creslow St John The Evangelist Church

**APPLICATION FOR HIRE OF ST JOHN'S HALL,
WHITE HORSE LANE, WHITCHURCH, BUCKS HP22 4JZ**

NAME OF HIRER (must be over 18 years of age):	
ADDRESS OF HIRER:	
CONTACT TELEPHONE NUMBERS:	
HOME:	MOBILE:
EMAIL ADDRESS:	
PURPOSE OF HIRE e.g. private party/club event/fund raising event/commercial use etc:	
DAY & DATE(S) OF HIRE:	
TIME OF HIRE (including set up/clear up):	
HIRE CHARGE: £	
DEPOSIT: £50/£100 for an evening hire (refundable if all conditions of hire are met)	
Maximum numbers attending function: (maximum capacity 60 seated, 40 for courses) See Special Guidance Notes in relation to COVID-19 below	
IS ALCOHOL TO BE PROVIDED AT THE EVENT YES NO	IS ALCOHOL FOR SALE AT THE EVENT YES NO
If yes, the hirer will be responsible for obtaining a personal licence or TEN (Temporary Event Notice) from Buckinghamshire Council.	

Signature of the Hirer:.....Date:.....

Please note that by signing this form you are as the Hirer accepting the terms and conditions for the hire of St John's Hall as detailed in the Conditions of Hire provided with this booking form and the additional Special Guidance Notes in relation to COVID-19 also provided with this booking form.

Please return this form and a deposit cheque (to be kept on file until completion of the hire) for £50/£100 for evening hire (made payable to Whitchurch PCC) to:

Charlotte Patrick, The Nook, White Horse Lane, Whitchurch, Bucks HP22 4JZ.

Payment can be made by cheque (please ensure a separate cheque is written to the deposit cheque) and enclosed with this form or by bank transfer:

Name of Account: PCC Whitchurch

Account Number: 02066729

Sort Code: 30-90-38

Reference: Your surname & date of hire

Booking form and payment to be received at least 28 days before hire date.

All bookings will be treated as provisional until fees/deposits are paid in full.

ST JOHN'S HALL HIRING CHARGES

£50/£100 FOR EVENING HIRE RETURNABLE DEPOSIT REQUIRED FOR ALL BOOKINGS	COST
Charity/Community Bookings	£10.00 per hour
Regular weekly/monthly groups	£12.50 per hour
Daytime Hire (finished before 6pm)	£15.00 per hour
Evening hire after 6pm	£20.00 per hour
Whole day hire	£200.00
Courses (daily rate)	£100.00 (£25.00 extra if clear-down required)

- Deposits are returnable subject to no breakages or damage and St John's Hall being left in a tidy condition.
- The above prices are inclusive of heating and hot water.
- Booking form and payment to be received at least 28 days before hire date and all bookings will be treated as provisional until fees/deposits are paid in full.
- The Hirer must apply for a Temporary Event Notice (TEN) from Buckinghamshire Council if alcohol is to be sold on the premises.

HIRING TERMS & CONDITIONS

Hirers must be over 18 years and all bookings are subject to conditions of hire.

An 'Application for Hire' form must be completed and signed by the hirer to confirm the booking and the acceptance of the conditions of hire.

To book, please contact Charlotte Patrick, stjohnshallbookings@yahoo.co.uk or telephone 01296 640 785.

Other Contact:

Reverend David Meakin – 01296 641606

Philip Parrott – 01296 641369 / 641207

Neil Bowles – 07772 305699

CONDITIONS OF HIRE

Due to Covid-19, the hirer must bring their own tea towels. Cloths are provided but for single use only so please dispose of the cloth after use. The hirer can make use of the dishwasher during the hire period ONLY. The dishwasher must be emptied BEFORE the hirer leaves the premises. PLEASE NOTE OUR INSURANCE MAY BE INVALID IF THE DISHWASHER IS IN USE WHILST THE HALL IS UNATTENDED.

The hirer is responsible for ensuring that the use of the hall takes place in accordance with these conditions and for the purpose stated in the Application for Hire.

Whitchurch PCC undertakes that St John's Hall is fully insured against public liability claims, with the exception of those who hire for commercial reasons (eg: exercise classes) who must provide a copy of their public liability insurance to the booking secretary and ensure the booking secretary holds a current copy at all times.

Sub-letting and interchange of hirings are not permitted.

Whitchurch PCC reserves the right to cancel or refuse any booking.

Any cancelled bookings will receive a full refund if at least 28 days notice is given. If less than 28 days any refund is at the discretion of Whitchurch PCC and may incur an administration charge.

Regular bookings will continue on the agreed basis unless cancelled by either party giving at least 28 days written notice.

The hirer is responsible for the health and safety, fire safety, ensuring good order and behaviour of all persons using St John's Hall during the period of hire.

The hirer will ensure St John's Hall is left in the same condition as it was prior to the hire. Deposit monies will be withheld for damage, breakages or extra costs incurred by Whitchurch PCC as a result of the Hirer's use.

The hirer will be responsible for the disposal of all rubbish created during the hire, including tissues, cleaning cloths and paper towels, in the green wheelie bin in the car park or take all rubbish away on leaving the hall.

Smoking is prohibited both inside and outside St John's Hall.

Whitchurch PCC take no responsibility for any damage/loss of any items brought into St John's Hall.

It is the responsibility of the Hirer to ensure that all equipment brought into St John's Hall complies with necessary regulations and is safe to be used (eg. electrical, play equipment etc).

The hirer is responsible for obtaining any necessary licences (eg: Temporary Event Notice {TEN}, personal licence, gambling licence etc.)

If the hirer is not in attendance during the full period of hire then it is the hirer's responsibility to nominate a responsible adult and provide details to the Booking Secretary.

The hirer will ensure that any incidents (including damages/breakages) are notified to the Booking Secretary together with any accidents which must all be documented using the accident/incident/emergency book procedure located in the file in the named kitchen cupboard in St John's Hall and also displayed on the noticeboard in the entrance lobby.

The hirer agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese. The hirer is required to ensure that children and vulnerable adults are protected at all times and relevant persons have had appropriate DBS checks and all reasonable steps have been taken to prevent injury, illness, loss or damage occurring. The hirer or anyone employed by the hirer (eg party entertainer) (where applicable) carries full public liability insurance.

The hirer must have read and adhere to all policy documents displayed in St John's Hall and provided by the Booking Secretary.

Regulations as at March 2022

PLEASE READ NEXT PAGE FOR
SPECIAL GUIDANCE NOTES IN RELATION TO
COVID-19

SPECIAL GUIDANCE NOTES IN RELATION TO COVID-19

While the Government has signalled the ending of Covid restrictions from 24th February 2022 you are asked to observe the following requirements in order people feel safe using this hall.

You, the hirer, will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the poster also displayed at the hall entrance, including using the hand sanitiser supplied.

You undertake to comply with the actions identified in the hall's risk assessment, of which a copy is available on display in the main entrance hall.

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving.
Please take care cleaning electrical equipment: Use cloths - do not spray!

You will keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

You will encourage social distancing between people who do not have regular contact with each other as far as possible.

You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.

You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing.

You will arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided before you leave. All rubbish should be placed in the bins outside in the car park area.

Food or drink should if possible be consumed while seated.

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone attending the hall develops symptoms and cleansing is required, if it is reported these Special Hiring Conditions are not being complied with or in the event that public buildings are required or advised to close again. If that is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

For events which are likely to be more busy or crowded you will take additional steps for Covid security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.

In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g. refrain from playing loud music at a volume which makes normal conversation difficult.

If someone becomes unwell with suspected Covid-19 symptoms, arrange for them to go home. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Make sure you have contact details for others in your group and then ask them to leave the premises. Advise them to launder their clothes when they arrive home. Inform the booking secretary when you return the keys.

Other special points as appropriate.

E.g. Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

E.g. Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members or you will ensure that any equipment you provide is cleaned before use.

This guidance is subject to change at any time in order to comply with updated Government Guidance.

Regulations updated 21st March 2022