

Date	Room required	Time	Cost per hour	Amount
	Church			
	Chapel			
	Main Hall			
	Small Hall			
	Lounge			
	Narthex			
	Kitchen			
	Willmore Centre			
	St Hubert's Church			
			Total	

Telephone Number

.....

Purpose of Hire

.....

Maximum number involved

.....

Maximum Occupancy of the main Church is 300 people seated.

Maximum occupancy of the main hall is 200 people seated

BOOKING AGREEMENT

Corfe Mullen Parochial Church Council (Corfe Mullen PCC)

Please complete and return this form to the Parish Office

Name of User

.....

Organisation

.....

Address

.....

Postcode

.....

Payment

1. A deposit of 25% of the total booking charge is required- this will be due on acknowledgement of your booking. Without the deposit we cannot guarantee your booking.
2. The remaining balance is due 30 days before use.
3. Payments may be made by cash in person, cheques made payable to Corfe Mullen PCC please put the invoice number on the back, or by BACs Sort Code 30 – 96 – 73 Account Number 02328483

Fire Precautions

Signed in acknowledgement and acceptance of responsibility.

Conditions of Use- Declaration to be completed by the User

I, being the duly appointed agent of agree to abide by the conditions stated and so hereby agree to indemnify Corfe Mullen Parochial Church Council against any liability whatsoever which may arise out of the letting of the premises to me.

Signed..... (Person signing must be 18 or over)

Fire Precautions

As a User of the facilities at St Nicholas Church you are responsible for the safety of all those using the premises during the period of your booking. It is a requirement of Dorset Fire Brigade and the insurer of the building that for the whole period of the booking, there are two responsible persons who will take charge in case of an emergency. Those persons must ensure that they are fully conversant with the position and operation of all firefighting equipment and fire doors.

You should note that in the event of an emergency, signalled by the ringing of the fire bells, the priority is to evacuate the building. The main exits are through the doors at the front of the building and the secondary doors are at the back. There are also fire doors from the church- by the road; alongside the lounge- at the side; and from the large hall directly to the Car Park. There are also grab bags by the front and rear doors which contain basic first aid equipment.

The fire brigade should be contacted by calling 999 by the nominated responsible person.

For the purposes of checking that the evacuation is complete all persons should be instructed to assemble in marked areas in the front of the Church (if exiting at the front of the building) or in the Rectory driveway (if exiting from the rear of the building). A head count should be done or names ticked off an attendance sheet if one exists. Once they have been recorded as out of the building people can leave the site however, the main driveway must be kept clear for emergency vehicles.

If you are in doubt as to your duties, then you should raise this with a church representative

Event Booking Agreement

2020

For

St Nicholas Church Centre

St Nicholas Church

30 Wareham Road,

Corfe Mullen,

Wimborne,

Dorset

BH21 3LE

01202 602948

stnicholascm@gmail.com

Conditions of Use- St Nicholas Church Facilities

The Booking Agreement for Users is made between Corfe Mullen PCC and the User. The User shall be the person making the application and will be responsible for the observance of these conditions and payment of all sums due in respect of the Agreement. Invoices will be issued once a booking has been confirmed.

Dates and Payment- A deposit of 25% of the total booking charge is required to secure the booking. If the booking is cancelled less than a month before the event, the 25% deposit will not be returned. The remaining amount must be paid for 30 days in advance of the event being held. Non-payment will result in the booking being cancelled.

Damage, Loss or Injury- The Parochial Church Council (PCC) will not be liable for damage, loss or injury to persons or property arising from any session. The User should be insured in respect of all Third Party risks and a copy of the Insurance Certificate may be requested at the time of booking

Protection of Premises and Movable Property- Furniture is to be replaced as found at the end of each session. Furniture and fittings shall not be removed from the premises. No fittings or decorations of any kind, necessitating the driving of nails or screws into fixtures forming part of the building's fabric is permitted. In event of damage to the premises or property the PCC shall make it good and the user shall pay the cost of such repair. Any breakage shall be reported immediately. Please leave the room clean.

Electrical equipment- The PCC has no responsibility for any equipment brought on to the premises. All electrical equipment being used by the general public needs to be PAT tested. The user will be liable for any damage incurred through the use of electrical equipment brought on to the premises. This includes any damage to the building/sockets or electrical wiring or subsequent damage.

Individual Use- Please do not use rooms other than those booked. Fire doors should not be used as entrances and exits except in the case of a fire.

Heating- Please do not attempt to make any alteration to the thermostats. The thermostats are pre-set centrally and controlled from the office.

Safeguarding- The Church has a Safeguarding Policy for its work with children and vulnerable adults. This is on the noticeboard in the outer lobby and on our website. Users are responsible for the safety and behaviour of all children at

each session at all times, both in and outside the building. A copy of your Safeguarding Policy you have may be requested at the time of booking.

First Aid- A First Aid box is located in the kitchen. This must be returned and not removed from the premises. Any accident is to be recorded on an Accident Report Form which is located on the notice boards in the Narthex and Rear Corridors. These must be left with the Parish office for entry into the Accident Report Book. The nearest defibrillator can be found **outside the Co-op.** or inside BH Live

Public Safety- The User shall be responsible for the prevention of overcrowding by complying with the capacity numbers for the Church and main hall and by keeping clear all passages and exits. The User shall be responsible for providing adequate supervision to maintain good conduct and order.

Kitchen- The Kitchen has the necessary equipment to cater for events being held on the Church premises. Boiling water is available from the Still. Instructions for using the kitchen appliances are available in a folder on the shelf over the sink or on the laminated posters in the kitchen.

The kitchen must be left clean and tidy at the end of your booking, all crockery put away and all rubbish removed. Food rubbish must be put in the brown food bins and these emptied into the large bin outside at the end of your session. All other rubbish must be taken off -site except for one black bag for party bookings.

Cleaning- Please leave all facilities as you find them. The Utility Room in the rear corridor contains hoovers and mops. The floor sweeper for the main hall are at the rear of the hall next to the table store.

Car Parking - a car park is available for use free of charge on a first come first served basis. Corfe Mullen PCC takes no responsibility for any damage caused to vehicles while using the car park. No vehicles shall be left in the car park overnight unless permission has been given in advance. If you are holding a large event please make sure that there are marshals on duty in the car park at the beginning of your event to ensure all cars park in marked bays only and that the entrance to the Rectory is not blocked.

The Law- Premises are not to be used for any illegal activity. The User is responsible for ensuring compliance with relevant laws including the Disabilities Act 2004, Equal Opportunities, Children's Act, Race Relations, Copyright and Licensing Laws.

Please return the attached form after signing to
St Nicholas Church
30 Wareham Rd
Corfe Mullen
Dorset
BH21 3LE

Notes

- Minimum let of 1.5 hours applies to all bookings
- No water based games.
- 25 % Deposit to secure booking. Remainder of payment due 30 days before use.
- A function MUST finish at 10.30pm so that you can ensure the premises are left clean and tidy and vacated promptly at 11.00pm for the volunteers to lock up.
- A penalty of £25.00 per half hour or part of will be charged.

Room	Sat Day
<u>Party Package- 4.0 hours</u> Main Hall, Kitchen, 1 Bag of Waste	£60.00

Room	Mon-Fri Day	Mon-Thu Eve	Fri Eve	Sat Day	Sat Eve	Sun Day	Sun Eve
Church	£17.35	£19.90	£20.40	£20.90	£25.50	N/A	N/A
Chapel	£8.40	£10.70	£11.20	£11.20	£14.30	N/A	N/A
Main Hall	£12.25	£15.30	£15.50	£15.30	£21.40	N/A	N/A
Small Hall	£8.25	£10.50	£11.00	£11.00	£14.00	N/A	N/A
Lounge	£8.40	£10.70	£11.20	£11.20	£14.30	N/A	N/A
Narthex (inner lobby) as waiting area / reception	£5.50	£5.50	£5.50	£5.50	£5.50	N/A	N/A
Kitchen small group, drinks only	£5.50	£5.50	£5.50	£5.50	£5.50	N/A	N/A
Kitchen, large groups drinks / food prep.	£10.50	£10.50	£10.50	£10.50	£10.50	N/A	N/A
Kitchen with Oven	£20.50	£20.50	£20.50	£20.50	£20.50	N/A	N/A
St. Hubert's Church	£14.30	£16.30	£16.30	£14.30	£20.40	N/A	N/A