

**BOOKING AGREEMENT**  
**Corfe Mullen Parochial Church Council (Corfe Mullen PCC)**

***Request to book use of St Nicholas Church Facilities & St Hubert's Church***

Name of User .....

Organisation .....

Address .....

..... Postcode .....

Telephone Number .....

Purpose of Hire .....

Maximum number involved .....

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

Licence YES/ NO- Produced to the Parish Office on.....(Office Use)

**Payment**

*Please make cheques payable to **Corfe Mullen PCC** OR PAYMENT by BACS, sortcode 30-96-73 account 02328483 adding your invoice number in the reference field*

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 14 days before use, together with the £50 Damages Deposit cheque payable to Corfe Mullen PCC. This will be returned provided the premises are left tidy and undamaged.
3. Cheques should have the invoice number on the back.

**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)

# Parish of Corfe Mullen

## Booking Agreement 2018

### 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 14 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 or the name and address of the insurers and policy number should be given annually to the Parish Office

**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 reparation. 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 brought onto the premises 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 make any alteration to the thermostats which control the heating- this will incur a surcharge. The heating is pre-set to cover the time of each session.

**Child Protection-** The Church has a Child Protection policy and this is on the main noticeboard. We advise all users working with children to ensure that they comply with the requirements of the Children's Act. Users are responsible for the safety and behaviour of all children at each session at all times, both in and outside the building. Please attach a copy of any Child Protection Policy you have and/or confirm that leaders are DBS checked.

**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 inside BHlive or outside the Co-op.

**Public Safety-** The User shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all passages and exits. The User shall be responsible for providing adequate supervision to maintain good conduct and order. The User is required to undertake the requirements of the Fire Precautions. This Church has a Health and Safety policy, and this can be found on the main noticeboard.

**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.

**If you or any of your group make use of the kitchen facilities then this is now a chargeable facility. If you wish to have drinking water then this can be obtained from the kitchenette in the back corridor. The making of Tea and Coffee (which you will need to provide yourself), washing up, use of urns, crockery etc. is classed as 'Casual Use' and is chargeable.**

**Cleaning-** Please leave all facilities as you find them. Please ensure that you wash and put away all crockery and that the hired room(s) is swept or hoovered, brooms, floor sweeper and the vacuum cleaner located in the utility room in the back corridor (if not already in your room).

**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.

### Fire Precautions

As 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 to which end you must accept this letter as notice that you are to ensure 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.

It is required by the Dorset Fire Brigade that a minimum of 2 competent adults must be present and clearly instructed in their duties in the event of an emergency. You must therefore ensure that you comply with this requirement. 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 and to that purpose the main exits are through the doors at the front of the building and the secondary doors are at 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.

For purposes of checking complete evacuation 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). To this end a full written list of persons in attendance would be advisable.

Following evacuation, in the event of fire, the Fire Brigade should be called. Only after having done that, it is right to consider taking other steps to contain the fire, and in those circumstances such steps should only be taken if there is no risk of injury.

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

### Hourly Charges

Room	Mon-Fri Day	Mon-Thu Eve	Fri Eve	Sat Day	Sat Eve	Sun Day	Sun Eve
Church	£17.00	£19.00	N/A	£20.00	£25.00	N/A	N/A
Chapel	£8.00	£10.00	N/A	£10.00	£13.00	N/A	N/A
Willmore Centre	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Main Hall	£11.50	£14.50	N/A	£14.50	£21.00 *	N/A	N/A
Small Hall	£8.00	£10.50	N/A	£11.00	£14.00	N/A	N/A
Lounge	£8.00	£10.50	N/A	£11.00	£14.00	N/A	N/A
Kitchen (casual)	£5.00	£5.00	N/A	£5.00	£5.00	N/A	N/A
Kitchen **	£10.00	£10.00	N/A	£10.00	£10.00	N/A	N/A
Kitchen with Oven	£20.00	£20.00	N/A	£20.00	£20.00	N/A	N/A
St. Huberts Church	£14.00	N/A	N/A	£14.00	N/A	N/A	N/A

\*After 10.30pm hourly rate will increase to £25.00 per hour

\*\*Church meetings will still be able to gain access for tea & coffee facilities

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

### Notes

- Minimum let of 1.5 hours applies to all bookings
- No ride on toys or water based games.
- 25 % Deposit to secure booking. Remainder of payment due 14 days before use.
- £50 Damages Deposit Cheque to be paid prior to the event and will be returned once the event is complete without damage, untidyness or lateness.
- A function MUST finish at 10.30pm so that you can ensure the premises are left clean and tide 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 deducted from the Damages Deposit for late departure.

**Please return the attached form, after signature, with your payment to:**  
St Nicholas Church, 30 Wareham Road, Corfe Mullen, Dorset BH21 3LE

Subject to the conditions shown on the Agreement and the charges referred to, permission will be granted for the use of the accommodation, subject to the facility not already being let.