



# St John's Parish Centre, Friern Barnet

## Hall Hire Booking Form - Charity/Church Electoral Roll member

www.parishoffriernbarnet.co.uk

Registered Charity No. 1133984

**Please check website for availability calendar.**

Please complete all sections of this booking form and return. Bookings are accepted on the basis of the attached Terms and Conditions of Hire by the event organiser, named on the appropriate booking form, who represents the client organisation and who has the authority to enter into a legally binding contract on behalf of the client. Charges stated on this form are inclusive of a 10% charitable/church member reduction. Please ensure the appropriate supporting sections of this booking form are completed.

Hire of a section of the premises does not give hirer exclusive use of the building.

For additional enquiries please contact the Centre Manager.  
 Email: [stjohnshallhire@gmail.com](mailto:stjohnshallhire@gmail.com)  
 Address: St John's Parish Centre  
 Friern Barnet Road  
 London N11 3EQ

**Our Bank Details for BACS payments:**  
**CAF Bank:**  
**Sort code: 40 52 40**  
**Account no. 00011551**

**Cheques payable to 'Friern Barnet PCC'**

*Please keep a copy of this form, for your information.*

For office use only

Ref: \_\_\_\_\_

Title of Event			
Purpose of Hire			
Name of Hirer			
Name of Organisation			
Address of hirer			
Telephone Number			
Mobile Number on the day			
Email			
Organisation/Hirers charity number			
Are you on the Electoral Roll of St John's Church?			
Will alcohol be served at the event?			
Organisation/Hirer will be using electrical equipment ie disco, sound .....			
<b>EVERYONE MUST HAVE LEFT THE PREMISES BY 9.00PM. If proposed finish time is later than 9.00pm it must be approved by the Centre Manager and or PCC.</b>			
Date of event/function:			
Start time of hire period:		End time of hire period:	
<b>(These times <u>must</u> include preparation and clearing up time)</b>			
Number of people attending event	Adults	Children (under 18)	
Facilities to be booked:			
<b>Main Hall:</b> capacity 75 persons seated, wooden floor, measures 10.7m x 9.5m x 3.5m high costs <b>£50.00 per hour</b> , which includes use of the kitchen and appliances, all utilities, heating, cleaners (who will clean after your event), caretaker, use of chairs & tables.			
No of hours:		Total cost:	
<b>Meeting Room:</b> carpeted, capacity 26 persons seated, measures 12m x 4.5m x 3m high, <b>£47.00 per hour</b> , which includes use of the kitchen and appliances, all utilities, heating, cleaners (who will clean after your event), caretaker, use of chairs & tables.			
No of hours:		Total cost:	
<b>Main Hall &amp; Meeting Room:</b> both areas. <b>£80.00 per hour</b>			
No of hours:		Total cost:	
<b>FYI:</b> The kitchen is well equipped with fridge, freezer, large catering hob and oven, automatic fill water boiler, microwave, hot cupboard, glass washer, large double sink and plenty of work surfaces. There are serving hatches from the kitchen to both halls. The premises is fully accessible compliant and has a baby changing facility.			
I have read and agree to abide by the rules set out in the Terms and Conditions of Hire, agree to meet the charges detailed and understand that signing this form constitutes a contract with Friern Barnet PCC			
<b>If paying by BACS</b> - your bank details for return of deposit:			
Name on account:			
Sort Code:		Account no.	
Name in capitals:			
Signature:		Date:	



# St John's Parish Centre, Friern Barnet

## Terms and Conditions of Hire

St John's Friern Barnet, Single Hire Agreement

Registered Charity No. 1133984

### STANDARD CONDITIONS OF HIRE

#### LIABILITY

1. THE HIRER shall indemnify the PCC, its officers and employees in respect of the cost of repair of any damage done to any part of the building or its contents during or as a result of a booking (including any loss of income by the PCC arising from the damage) and in respect of any liability to third parties or otherwise arising out of the use of the building pursuant to the booking.
2. THE HIRER must ensure that appropriate third party liability insurance exists for a minimum level of £2 million. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the building. THE HIRER may be asked to disclose their insurance cover to verify this.
3. In the event of the building being rendered unfit for use by THE HIRER, the PCC shall be under no liability for any resulting loss or damage whatsoever.

#### PAYMENT & CANCELLATION

4. THE HIRER shall pay the hire charge and exceptional cleaning/damage returnable deposit prior to confirmation of a booking. If any cheque for any payment is dishonoured, after confirmation of a booking, the booking will be automatically and without notice cancelled.

#### EXCEPTIONS TO REGULAR HIRE

The PCC reserves to itself the right to use the building whenever it deems necessary in which event the building or any relevant part or parts thereof may not be available to the HIRER. As much notice of non-availability as reasonably possible will be given by the PCC to the HIRER. The hire charge will be refunded for any loss of access arising from such events.

5. If THE HIRER wishes to cancel the booking, the PCC may, at its absolute discretion, refund the fees but shall be under no obligation to do so.
6. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise. In the event of the PCC cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.

#### LICENSING

THE HIRER shall be responsible for the observance of all regulations affecting the building imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.

7. Alcohol cannot be sold in the building. THE HIRER is not permitted to apply for occasional licenses for the sale of intoxicating liquor in the building.

#### SAFETY

8. THE HIRER shall not sub-let or allow any other person(s) to use the premises nor shall they use the premises or common areas for any unlawful purpose or in any unlawful way or do or permit anything or bring or permit to be brought into the building anything which may endanger the building, its users, or any insurance policies relating thereto.
9. For events involving children, THE HIRER confirms that they are familiar with the Home Office code of practice 'Safe from Harm', and notes the Child Protection guidelines displayed on the notice board at the main entrance to the premises. THE HIRER understands these policies & procedures and undertakes to follow their recommendations in relation to any work with children and young people. Children are not allowed in the kitchen.
10. THE HIRER shall during the period of hiring, be responsible for supervision and security of the building, protection of the fabric and contents from damage, and the behaviour of all persons using the building or having access to the building, including proper supervision of car parking arrangements (if any) so as to avoid obstruction to the adjacent sheltered housing. Unrestricted and unlimited parking is available in the surrounding roads.
11. THE HIRER shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

#### GENERAL USE

12. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
13. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and THE HIRER and no relationship of landlord and tenant exists between them.
14. THE HIRER shall ensure that the Rules governing the use of the building are complied with.
15. The right is reserved for a representative of the PCC to enter any part of the building at any time.

### RULES GOVERNING USE OF BUILDING

#### GENERAL

- a. St John's is a CHRISTIAN CHURCH and activities inconsistent with the church's ethos statement are not allowed in the building. No acts of worship, other than Christian worship, are permitted in the building.
  - b. BOOKING TIMES must be adhered to and must include setting up and clearing up time. Prior permission for any extension must be obtained in writing and may be withheld at the PCC's absolute discretion. THE HIRER books for the use of the premises and not the surrounding area. The Hirer is responsible for the preservation of good order.
  - c. THE PCC reserves the right to refuse bookings without the need to give reasons. The PCC's decision in this matter is final and not open to negotiation.
  - d. THE PCC and/or the RECTOR reserves the right to retain all or any part of the sum paid in exceptional cleaning/damage deposit to cover losses and expenses incurred by the PCC as a result of mess/damage caused by the hirer.
  - e. ALL ADVERTISING material must be submitted to the Centre Manager for approval. All such material must clearly display the name of the person or organisation responsible for the event.
  - f. EVENING USE All hires must vacate the building by 21.00hrs. No extensions beyond this time can be accepted.
  - g. NOISE/DISTURBANCE. THE HIRER is responsible for ensuring the avoidance of all unnecessary noise or disturbance likely to cause annoyance to occupants of surrounding properties during the period of hire and on departure.
- #### CARE OF BUILDING
- h. CARE OF THE BUILDING. THE HIRER is expected to take reasonable care of the building, fittings, equipment and furniture, and in particular is not permitted to put nails, sellotape, blu-tac or other fixings into the walls, floor or ceiling.
  - i. DAMAGE. THE HIRER shall be liable to pay for all damage caused by accident or improper use either to the fabric or equipment. Any breakages within the building must be reported to the Centre Manager and will be charged & invoiced to THE HIRER. Fire appliances must only be used in genuine cases of emergency.
  - j. THE HIRER shall not interfere in any way with the electrical equipment of the building. Any equipment brought to the building for use shall be effectively earthed and fitted with a 3-pin 13-amp plug fused at not more than 13 amps.
  - k. UNLOCKING & LOCKING UP. The Centre Caretaker will unlock, de-alarm and provide access to the premises at the appropriate time. At the end of the event the cleaners/caretaker will be responsible for closing, locking and alarming the premises.
  - l. SMOKING or VAPING are not allowed in any part of the building, including the toilets.
  - m. CLEANING UP. THE HIRER is responsible for leaving the premises in a clean and tidy state and for the removal of all uneaten food and drink. Recycling refuse should be put in the outside blue bin or taken away by the HIRER. The large orange topped church bin can be used for general rubbish by the HIRER, but must be taken away, if full.
- #### ACCESS
- n. NO ACCESS will be permitted to any part of the building other than the areas which have been booked.
  - o. PARKING. There is limited on-site parking. Free unrestricted parking is available in surrounding roads.
  - p. ANIMALS. Only guide dogs are permitted inside the building.
- #### SAFETY
- q. FIRE EXTINGUISHERS. THE HIRER should familiarise themselves with fire regulations, appliances and exits. Fire extinguishers must not be moved or covered up. The Fire Brigade should be called out to any outbreak of fire, however slight, and the incident reported to the Centre Manager.
  - r. FIRE EXITS must not be obstructed at any time. THE HIRER should familiarise themselves with the EMERGENCY & EVACUATION procedures displayed in the building.
  - s. SMOKE DETECTORS. There are smoke detectors in St John's Centre and under no circumstances should any kind of smoke be used as this will set off the fire alarms.
  - t. FIRE ALARM ACTIVATION POINTS. Except in a genuine emergency where there is need to vacate the building due to an outbreak of fire, THE HIRER should ensure that no one tampers with the activation points as this will set off the fire alarm.
  - u. FIRST AID. A first aid box is located on the wall next to the Ladies toilets.
  - v. ACCIDENTS. Any incident involving personal injury must be recorded in the Accident Book (located with the First Aid box). Serious injuries should be reported to the Centre Manager as soon as is feasible.
  - w. HIGHLY FLAMMABLE substances are not permitted on the premises.
  - x. TELEPHONES. There are no public telephones in the building. THE HIRER must ensure that they have access to a mobile telephone in case of emergencies.