



St John's Parish Centre, Friern Barnet.

Hall Hire Booking Form (multiple events/classes)

www.parishoffriernbarnet.co.uk
Registered Charity No. 1133984

Please check website for availability calendar.

Complete all sections of this booking form and return it to the Parish Centre Manager.

Bookings are accepted on the basis of the attached Terms and Conditions of Hire by the HIRER as named on the appropriate booking form, who represents the organisation and who has the authority to enter into a legally binding contract on behalf of the client.

The HIRER will be invoiced on a monthly basis for the hire charge. BACS payments to:
Friern Barnet PCC
CAF Bank: 40 52 40
Account no. 00011551

Cheques should be made payable to "Friern Barnet PCC"

Invoices must be paid within 7 days of issue.

Hire of the facilities does not give hirer exclusive use of the building

For additional enquiries please contact:
Parish Centre Manager.

Email: stjohnshallhire@gmail.com

Address: St John's Parish Centre
Friern Barnet Road
London N11 3EQ

www.parishoffriernbarnet.co.uk

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

For Church Use Only

Title of Event/Classes							
Purpose of Hire							
Name of Organisation (if any)							
Name of Hirer							
Address							
Landline Telephone Number							
Mobile Number							
Email							
Contact on the day (name & number)							
Will alcohol be served?						Y/N	
Organisation/Hirer will be using electrical equipment						Y/N	
EVERYONE MUST HAVE LEFT THE PREMISES BY 9.30pm.							
Day	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Frequency	Daily	Weekly	Monthly	Other:			
Start Time				End Time			
Start Date				End Date			
(15mins setting up and clearing away is allowed – any further time required by the HIRER must be paid for.)							
Approx number of people attending		Adults				Children (under 18)	
Facilities Required:							
Main Hall: capacity 75 persons seated, wooden floor, measures 10.7m x 9.5m x 3.5m high costs £42.50 per hour , which includes use of the kitchen and appliances, all utilities, heating, caretaker, use of chairs & tables. (There is a £5,00 per hour reduction for a series of 6 sessions.)							
No of hours:				Total cost per session:			
Meeting Room: carpeted, capacity 26 persons seated, measures 12m x 4.5m x 3m high. £37.00 per hour , which includes use of the kitchen and appliances, all utilities, heating, caretaker, use of chairs & tables. (There is a £3.00 per hour reduction for a series of 6 sessions.)							
No of hours:				Total cost per session:			
FYI: 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 above, and understand that signing this form constitutes a contract with St John's Friern Barnet PCC							
Signature				Date:			
Name in capitals							



St John's Parish Centre, Friern Barnet

Terms and Conditions of Hire

St John's Friern Barnet, Multiple 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

1. The PCC will invoice the HIRER every month, in respect of the previous month.
2. Hire charges will be reviewed by the PCC on a yearly basis. The PCC will provide the HIRER with three months' notice of any changes.
3. The HIRER shall be liable and invoiced (as appropriate) for the costs of any non-routine cleaning and/or repair of damage caused to the premises arising as a result of the hire.

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.

4. 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.

EXCEPTIONS TO REGULAR HIRE

5. 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.
6. The HIRER may relinquish their use of the premises for up to 12 weeks a year without loss of the benefit of this agreement. The HIRER shall provide details of such dates to the PCC in writing at least three months in advance, following which the PCC shall be entitled to offer the premises for alternative hire on such dates and the HIRER shall not be entitled to use any part of the building on the specified dates, hired under this agreement. Where due notice has been given the HIRER shall not be charged for relinquished dates.

SAFETY

7. 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.
8. 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.
9. 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.
10. THE HIRER shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

GENERAL USE

11. 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.
12. 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.
13. THE HIRER shall ensure that the Rules governing the use of the building are complied with.
14. 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 9.30pm.
- 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 and 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. SMOKING or VAPING are not allowed in any part of the building, including the toilets.

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. Re-cycling refuse should be put in the blue wheely 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

- m. NO ACCESS will be permitted to any part of the building other than the areas which have been booked..
- n. PARKING. There is limited on-site parking. Free unrestricted parking is available in surrounding roads.
- o. ANIMALS. Only guide dogs are permitted inside the building.

SAFETY

- p. FIRE EXTINGUISHERS. THE HIRER should familiarise themselves with fire regulations, appliances and exits. Appliances 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.
- q. FIRE EXITS must not be obstructed at any time. THE HIRER should familiarise themselves with the EMERGENCY & EVACUATION procedures displayed in the building.
- r. 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.
- s. 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.
- t. FIRST AID. A first aid box is located on the wall next to the Ladies toilets.
- u. 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.
- v. HIGHLY FLAMMABLE substances are not permitted on the premises.
- w. 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.