

APPLICATION FOR THE HIRE OR USE OF ST GLUVIAS COMMUNITY HALL

Please read carefully and return as much information as possible

Name of Applicant: Enter details here...

Description/Name of event: Enter details here...

Session: (Morning: Afternoon: Evening:) [Check as required]

[Normal session times: Morning: 0900-1330; Afternoon: 1330- 1800; Evening: 1800-2230]

Start date:

I understand that the times I request in my booking cover the entire period I need from the time the first person in every session in my booking enters the building to the time the last person leaves.

This booking period includes the time required for setting-up and the time required to pack away, leaving all areas of the Hall tidy as I leave the premises which include the Car Parking area.

Type: (One-off/Ad hoc: Weekly: Monthly: Other:)

Details: Enter details here...

Alcohol: Do you plan to offer alcohol for sale during your booking? Yes: No: If 'yes'...
you must apply to the Bookings Secretary at least **15 working days** before the date of the booking.
The sale of alcohol requires a Temporary Event Notice which we will obtain for you.
This Notice requires an extra fee of £25 on top of the Hire Fee.
(The Council fee is £21, plus our administration charge of £4).

Parking: Please provide <select> parking permits. (These will be sent to you without charge)
There are 6 parking spaces in the car park at the rear of the hall in Calver Close.
These six spaces are numbered H5 – H10 (hatched area). You must not use spaces H1 – H4 which are leased.
A valid permit must be displayed in each car parked.
That permit is valid only for the day and time that you have booked, as stated on the permit.
Armtrac manage parking on our behalf and do this very strictly.

Publicity: St. Gluvias Community Hall uses a publicly-accessible calendar to indicate what's on at the hall.
This is accessible on our website, www.stgluviashallpenryn.org.uk
By default we will use the description/name of event you give at the top of the form in the Calendar, but you may request alternative name/description if you wish.
 Please indicate if you would prefer that your event **is not** included in our publicity.
(In which case your session will be listed simply as, "**booked**".)

Footfall monitoring: After every session, will you please complete this form (which is provided in the Hall) and place in the shoebox there.
We need this data showing current use of the Hall to sustain our grants application programme.

St Gluvias Hall - Footfall monitoring - use on every occasion							
Please complete for every occasion and return as advised by Bookings Secretary.							
Event - name	Event type	Date	Start Time	Duration	Total number attended		
	Church; Community/Non-Profit; Private; Commercial				Children	Students	Adults
<i>e.g. HMG Meeting</i>	<i>Church</i>	<i>20/05/2016</i>	<i>1900</i>	<i>1hr</i>	<i>0</i>	<i>0</i>	<i>9</i>

Damage: I accept responsibility for any damage to the building or its contents during my period of hire or use and will notify any damage to the Bookings Secretary.

I agree to pay for any damage as assessed by them upon demand.

(Check the box to indicate your agreement – required for the booking to be considered.)

Fees, Payment details, user/group responsibilities and Terms and Conditions

The hire fee is £15 per session from 1st August 2017. Before this date bookings will be £13 per session.

Payment

One-off booking: Please return the completed Booking Form to

Annie Jones, 5 Pickets Yard, Penryn, TR10 8JR

When your booking is accepted, payment may be made by cheque or online by **BACS transfer** (details below) then email your **Name, Date, Amount** and **Reference** details to Hall-Bookings@stgluviashallpenryn.org.uk

Bank: **CAF Bank Ltd** Account no. **00026964**

Sort Code: **40-52-40** Account: **St Gluvias PCC (Hall Account)**

Regular bookings: Invoiced at month end; Payment terms: 7 days.

Payment by cheque payable to **St Gluvias PCC (Hall Account)**;

or by **BACS transfer** – details above.

and email your **Name, Date, Amount** and **Reference** details to Hall-Bookings@stgluviashallpenryn.org.uk

Payment may be made by cheque or online/BACS.

Payment by cash is not accepted.

A cancellation fee may be charged if a confirmed booking is cancelled. See Terms and Conditions, 19(iii)

Terms: I have read the current Terms and Conditions of Hire and Use – these follow this Form – and...

I agree to abide by the terms and conditions as written.

(Check the box to indicate your agreement – required for the booking to be considered.)

Signature of applicant (if printed): *Enter name here...*

Date: *enter date here*

Organisation: *Enter details here...*

Position in organisation: *Enter details here...*

Address: *Enter details here...*

Postcode: *enter postcode*

Contact Number: 07*****

Email address: *username@emailservice.com*

Key Pick-Up: You will be told about arrangements for collecting the key when your booking is confirmed. Please return the key as instructed with the booking confirmation.

Heating: The switch to turn on the heaters is in the small corner cupboard in the Services room. Instructions are displayed in the cupboard. Please switch off after use.

Terms and Conditions of Hire and Use of St Gluvias Community Hall

In this document, 'we' are the Parochial Church Council of the Parish of St Gluvias and 'you' are the responsible person hiring the Hall

1. Security of the premises

You are responsible for:

- (i) checking every room and area before leaving to make sure no one is left anywhere in the premises. This could be a matter of life or death;
- (ii) when doing that check, make sure also that all windows are latched closed (not locked) and all three external doors are securely bolted and/or locked;
- (ii) returning the key (when provided for the session) to the place or person we told you at pick-up, following any instructions closely.

2. No Smoking

Smoking is prohibited anywhere on the premises, inside or outside within the grounds, including in the car parking area.

3. Portable equipment

- (i) The use of mobile or portable heaters – whatever the means of generating heat – is prohibited anywhere on the premises, inside or outside, including in the car parking area.
- (ii) You must ensure that any other portable electrical equipment brought onto the premises during your hire period is safe for use and that it is removed at the end of the hire period.

4. What you bring... and take away

- (i) You must ensure that all materials of any type brought onto the premises during the hire period are removed at the end of that period;
- (ii) Where substantial materials such as costumes, drapes and hangings, scenery and banners are allowed to remain on the premises during a series of sessions such as theatrical rehearsals, you will be required to prove to the Hall Management Group that they have all been treated to a satisfactory standard of fire safety.

5. Emergency exits

You are advised to familiarise yourself with the emergency exits from the Hall:

- (i) the main entrance;
- (ii) at the foot of the stairway accessed via the door to the right of the Stage – this is not suitable for disabled use.

6. Safety of occupants and reporting

You are responsible, for the duration of each Booking, and while anyone of your group is on Hall premises, for the safety of the people using the Hall.

You must:

- (i) determine the procedure your group of users will follow in an emergency;

- (ii) ensure, on each occasion of use, that each person using the Hall under your leadership is aware of the emergency procedures;

- (iii) ensure that the Emergency Exit ways are clear for use at all times, internally and externally;

- (iv) follow these Terms and Conditions for the reporting of any Accident or Incident.

7. Safeguarding of Children and Vulnerable Adults

If your session includes any children or vulnerable adults, you must ensure that you make provision for their safeguarding.

8. Hall Capacity – safe occupancy

You are responsible for ensuring that the numbers occupying the Hall and surroundings during your session are consistent with their ability to leave the building and the surroundings promptly and safely in an emergency.

As a guide, the comfortable capacity for a standing function is about 120; and the comfortable capacity for a seated function, e.g. a performance, is about 100.

9. Emergency evacuation

You are responsible for ensuring that:

- (i) emergency exit routes are kept clear of obstruction;

- (ii) members of your group and all attending your event are familiar with the emergency exits and the evacuation procedure;

- (iii) any emergency evacuation is recorded as under 'Recording of any Incident or Accident'.

10. Recording of any Incident or Accident

You are responsible for recording and reporting to the Bookings Secretary:

- (i) any incident or accident, particularly one concerning injury of a person;

- (iii) an emergency evacuation, which must be reported as an 'incident' – as in (i) above;

- (iv) any serious 'near miss' must be reported as an 'incident' – as in (i) above;

- (v) any damage to property must be reported as an 'incident', even if it involves none of the preceding.

11. Car Parking

Any parking by Hall users in leased spaces H1 – H4 is prohibited.

Six car parking spaces (H5 – H10 only) are available to Hall users for the duration of each booked session. With your permission, one or two of these spaces may be used by a Gardener under a separate licence.

All parking is actively managed by Armtrac Security Services ('Armtrac') with stringent procedures leading

to a Parking Charge Notice for any infringement. Parking beyond booked times is not allowed. Armtrac are contracted to manage all Hall parking spaces (H1-H10). Armtrac are authorised by us to impose a Parking Charge Notice on any vehicle found in any Community Hall parking space that is not displaying a valid permit.

12. Waste

There are currently no waste or recycling collections by the local authority from the Hall.

You are responsible for ensuring removal of all recycling and waste, however created, at the end of your hire session and for ensuring that no waste material remains on the premises or its surroundings after your session.

13. Use of utilities: Electricity; Water

The standard Hall Hire Rate includes reasonable use of electricity and water.

You are responsible for:

- (i) using the electricity safely and economically;
- (ii) on departure, turning off all lights and appliances, especially the electric bar heaters but excepting the fridge in the kitchen and water heaters in the toilets;
- (iii) careful use of water, ensuring all taps are turned off when not attended.

14. Damage to the building

You are responsible for recording and reporting promptly to the Bookings Secretary any damage to the building or contents, especially if that damage affects the security of the building.

15. Fire safety: prohibited items and activities

You are prohibited from using any of these items or doing any of these activities listed below anywhere on the premises, inside or outside, including in the car parking area:

- (i) naked flames, for example, candles, matches, gas or liquid-fuelled open-flame equipment, except as provided in Notes 1 and 2 below;
- (ii) hazardous materials such as flares, fireworks or pyrotechnics;
- (iii) 'hot work' processes;
- (iv) bottled gas such as propane, butane, oxygen, acetylene.

Note 1: The use of candles, incense charcoal and the necessary associated naked flames is allowable during an act of worship in the immediate presence of a minister authorised by a current Bishop's licence; or during other controlled use such as an act of meditation with a responsible adult present throughout.

Note 2: The use of small candles of the type that extinguish readily when blown by a child, and small sparklers to augment candles, together with the

necessary naked flames, is allowable during a child's birthday party in the immediate presence of at least one responsible adult present throughout.

16. Fire safety: prohibited materials

You are prohibited from bringing any flammable materials, such as (but not limited to) those listed below, anywhere on the premises, inside or outside, including into the car parking area:

- (i) flammable liquid-based products, such as varnishes, thinners, adhesives and solvent-based paints;
- (ii) flammable liquids and solvents, such as alcohol (spirits), white spirit, methylated spirit and disposable cigarette lighters;
- (iii) flammable chemicals, such as certain cleaning products and photocopier chemicals;
- (iv) flammable gases, such as liquefied petroleum gas (LPG), propane methane and acetylene.

17. Insurance

The PCC's insurance policy with Ecclesiastical Insurance covers us (the PCC) against Public Liability claims that you may make against us, provided you comply reasonably with these Terms and Conditions. This cover operates also for all events and activities under the auspices of the Hall Management Group. It covers also one-off events such as a private children's party.

For any liability beyond the scope of that cover, you (the person responsible for the booking) must seek independent advice on the need for separate insurance cover.

18. Hours of use

Every occasion of use before 7.00am or after 11.00pm must be agreed on a per-occasion basis with the Bookings Secretary and, when agreed, sound levels must be kept acceptably low outside these times.

19. Bookings

(i) **Terms of Booking:** Each booking requires your agreement to these Terms & Conditions by sending a completed Booking Form to the Bookings Secretary.

(ii) **Fee:** A fee is charged per session of use for all Hall hire. The amount of the fee, terms of payment; and the session periods are given on the Booking Form together with other details on what is required of you.

(iii) **Cancellation:** the Bookings Secretary has complete discretion to charge an additional fee if you cancel a booking within 28 days of the start of the booked session. The amount of the cancellation fee is stated on the Booking Form.

(iv) **Sale of alcohol:** If alcohol is to be sold during your booked session this must be declared on the Booking Form and licensing arrangements completed well before the booked session.