

**ALL SAINTS’ CHURCH HALL, VICARAGE GATE, GUILDFORD, GU2 7QJ**

**BOOKING FORM**

**Terms of Hire**

This booking form relates to the hire by you the Hirer (as defined below) of All Saints’ Church Hall, including the main hall’s surrounding premises and curtilage and the adjoining patio and church field (hereinafter referred to as the “**Premises**”). In signing this booking form, you agree with The Parochial Church Council of the parish of All Saints’ Guildford (hereinafter referred to as the “**PCC**”) as represented by the Bookings Secretary (as defined below) to be bound by the conditions of hire set out in the attached schedule (hereinafter referred to as the “**Conditions**”).

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| (1) | All Saints’ church premises available for hire consist of:   1. All Saints’ church hall, including its porch, the rooms attached to the main hall, and the adjoining patio and church field (the “**Hall Premises**”) 2. All Saints’ church (excluding the sacristy, the office, the Reading Room, the Hall Premises and outside areas) (the “**Church**”) 3. The reading room (the “**Reading Room**”)   For the purposes of this booking, the premises being hired are (highlight as appropriate):   1. the Hall Premises (b) the Church (c) the Reading Room   (Any such premises being so indicated, the “**Hired Premises**”.) |

Please complete this section

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| (2) | **Name of Hirer:**  Note: Persons \_Person(s) signing must be 18 years +  **Address:**  **Telephone number:**  (**Day(s)/Time(s) booking required:**  **Hourly rate per session:** | |  |
| (3) | **The Bookings Secretary:** | |  |
| Name: |  | Mrs. Evelynne Gunn |
| Address: |  | 2 Beechcroft Drive, Guildford, Surrey GU2 7SA |
| Telephone Number: |  | 01483 562652 / 07980 621766 |
| Email: |  | Bookings.allsaints@gmail.com |

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| (4) | **Name of organisation’s authorised representatives to hold keys if they are to be provided:**  (maximum of two):  (please provide full contact details)  **Address(es):**  **Telephone numbers(s)**  **Email:** | |  | |
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| (5) | **Purpose of hiring:**  **Expected no. of attendees per Session:**  (subject to clause 4.1(h) of the Schedule):  **Commercial use:**  **If your hiring of the Premises is in connection with**  **commercial use, do you have public liability insurance?** | | **YES/NO**  **YES/NO\***  (\*if YES, please provide a copy to the Bookings Secretary) | |
| (6) | **Will you be playing any kind of music at any Session?**  If yes, please give details of what music | **YES/NO** | |
| (7) | **Is alcohol to be provided at the Session(s)?**  **Will it be for sale?** | **YES/NO**  **YES/NO**  If yes, you will need to seek written permission from the PCC for a licence (see Conditions 4 and 5 of the Schedule) | |
| (8) | **Are vulnerable adults attending any of the Sessions?**  **Are children attending the Session(s)?**  **Are young people attending the Session(s)** | **YES/NO**  **YES/NO**  **YES/NO**  When children or vulnerable adults are attending, you need to:   1. read the section in the Handbook entitled Safeguarding; and 2. provide the Bookings Secretary with a copy of your own organisation’s child/vulnerable adult Safeguarding procedures; and 3. confirm in writing to the Bookings Secretary that all relevant adults in your organisation hold a valid Disclosure Barring Service certificate. You must recruit safely all paid and voluntary workers ensuring that all those who work in regulated activities are suitably vetted and keep a list of all workers; and 4. inform the Parish Safeguarding Representative as soon as possible of any concerns or allegations arising about children and/or vulnerable adults in the course of your activities; and 5. comply with any further conditions in the Schedule. | |

**Please do not bring any nuts, or any food containing nuts, onto the premises**

(For those with severe nut allergies, we give no guarantee that our premises are nut free, as the premises are hired out to many different users)

**The Premises Key**

For one off bookings you will be given the code to the key safe holding this required key. For regular bookings you must pay to the Bookings Secretary on or before the date of the first Session the sum of ten pounds (£10), by way of deposit for two Keys (the “**Key Deposit**”). Upon receipt of the Key Deposit, the Bookings Secretary will issue you with two Keys. See Condition 26 provisions relating to the return of the Key Deposit and the use of the Keys.

**Fire exits**

Please ensure that for the duration of all and any Sessions, all fire exits for the Hired Premises are unlocked and then relocked after the Session(s).

Please tick here to confirm that you are happy for us to hold these details on our records

and contact you with regard to Hall bookings using this information

Signed by or on behalf of the Hirer:

Signed ……………………………………………….. Dated ……………………………………………………………………………..

Signed by or on behalf of the PCC:

Signed............................................................... Dated:..............................................................................

**The Parochial Church Council of All Saints Parish Church has a Policy for** [**Safeguarding Children, Young People and Vulnerable Adults**](https://www.cofeguildford.org.uk/docs/default-source/about/Administration/Safeguarding-Inclusion/safeguarding-web-pages/safeguarding-policy-page/cofe-policy-statement.pdf?sfvrsn=8)**. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.**

**You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.**

**In particular this means that:**

* you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
* you will provide the church with a copy of your organisation’s Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
* you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
* you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults , and update it annually;
* you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
* no person under the age of 18 years will be left in charge of any children or young people of any age;
* no child or group of children or young people should be left unattended at any time;
* a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
* you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
* (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
* (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**The Parish Safeguarding Officer for All Saints’ Church is:**

**Name: Mrs Julie Lodge**

**E-mail:safeguardingallsaintsguildford@gmail.com Tel. No: 01483 568857**

**Declaration**

**I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.**

**Signed ………………………………………………… Designation ……………………………**

**Organisation ………………………………………….. Date ……………………………………**

**Please sign two copies, one to be sent back to the Booking Secretary, to be retained by the church, and one by the organisation/hirer.**