

## St Laurence's Church Rooms Booking Form

Name of organisation if applicable:	
Name of person booking room (the hirer):	
Name of Person in Charge of event:	
Address:	
Telephone Number:	
Email:	
Event to be held:	

Please tick the room(s) required:    Rickinson Hall                       Play Room                       Kitchen   
 (Capacity of each room)                      (80 people)                      (12 people)                      (8 people)

**Please note there is a limit of 100 people in the building at any one time**

Please indicate approximate numbers attending:

Date	Start time	Finish time	Date	Start time	Finish time	Date	Start time	Finish time

- I have read and understood the 14 statements overleaf and the Fire and Emergency Action Plan attached. On signing below, I agree to abide by these conditions.
- I understand that for safety reasons I must not exceed the maximum number of people indicated for the room/s booked.

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
 (On behalf of the organisation stated above.)

### **Keeping in Contact with you**

As a result of a change in UK law, we now need your consent to how we contact you. We want to communicate with you in a way which has your consent, and which is in line with UK law on data protection.

I am happy for you to share my details within the church family of St Laurence's:

- 1) In connection with Church Rooms bookings, and
- 2) For information about services and activities at St Laurence's.

You can contact me by:    Letter                       Phone/text                       Email                       (please tick all that apply)

If at any time in the future you wish to stop hearing from us, please contact the Parish Administrator (telephone 01723 364858 or stlaurencesscalby@talktalk.net)

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**Please return this form with your payment to:  
 The Parish Administrator, St Laurence's Church Rooms, Church Becks, Scalby, YO13 0SA**

### **FOR OFFICE USE ONLY**

Date of hire:	Cheque dated:
Person in Charge:	Cheque no / Cash:
Organisation:	Booking copy sent/given:
Payment received:	

1. **PAYMENT IS REQUIRED AT THE TIME OF BOOKING.** Cheques are payable to “**St Laurence’s Church PCC**”.
2. The PCC has the right to cancel any booking no later than 7 days before the due date, if the church itself requires the particular room/s already booked. The full booking fee will be reimbursed.
3. The hirer also has the right to cancel a booking by contacting the Parish Administrator no later than 7 days before the due date and a full reimbursement will be given.
4. The use of the kitchen includes crockery, glasses and cutlery. (Please bring own sharp knives for birthday cake cutting, etc). All breakages must be paid for.
5. **The premises and equipment must be left clean and tidy and free from litter both inside and outside.** An additional charge will be made if extra cleaning is required.
6. The **Person in Charge (this should a responsible adult) for the purposes of the Fire and Emergency Exit Action Plan** must be in attendance at all times and keep their group within the rooms booked.
7. Please note that access to the room/s is available **only from the time** you have stated on the booking form. The rooms **must be vacated at the time stated** on the booking form. Setting up and clearing away times must be included in the booking.
8. The hirer is **responsible for ensuring they have their own public liability insurance when required and checking the insurance** of any entertainers, bouncy castles companies or any other entertainment agencies hired for events.
9. Any **personal accidents or near misses must be recorded** on an **Accident Form** (kept in the kitchen). If this is not possible please leave a message for the Parish Administrator noting the date, time, what happened and what medical assistance was given, if any, together with your name and telephone number or ring the **Parish Administrator on 01723 364858** as soon as possible so that the accident is accurately recorded.
10. The **Person in Charge** is responsible for the safety of their party and St Laurence’s PCC does not accept any responsibility for any damage or loss to any person or property brought into the Rooms or any vehicles or property left outside in the car park. When a group uses the building for the first time the **Person in Charge** must draw attention to the two emergency exits.
11. **The Person in Charge must be aware of the Fire and Emergency Action Plan for the building and have a written record of the number of persons in attendance. The key pad lock must be fixed in the open position while your group is in the building.** The door can be locked via the push bar lock, which still allows the push bar to be operated **but must not be locked if the number of people in the building reaches the maximum of 100. A copy of the Fire and Emergency Action Plan will be given to the hirer with the booking form. The hirer, if not the Person in Charge must give a copy of the Plan to the Person in Charge.**
12. When the number of people in a group **exceeds 40 at least two Emergency Exit Stewards** must be appointed to assist in the safe evacuation of the building.
13. The **Person in Charge** and the **Emergency Exit Stewards** must familiarise themselves with the Plan and for regular groups must at least once a year carry out an **Emergency Exit Drill** in accordance with the Plan, complete a drill form and return it to the Parish Administrator.
14. If the room temperature needs adjusting this should be done via the thermostat by the **Responsible Person only and returned to 21 degrees before leaving. The radiator controls should not be touched.**