

APPLICATION FOR HALL LET(S)

DATE RECEIVED (CHURCH USE ONLY)

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CUMBRAE
PARISH CHURCH

Important Information

This form is an application for booking. Bookings only become confirmed when signed by both tenant and the church. Prior to signing this form, the customer should read the Conditions of Hire overleaf. By signing, the customer agrees to abide by these conditions. Any questions should be referred to the Minister or Session Clerk.

Customer Information		
Name of Organisation		
Name of person responsible for let		
Address		
Postcode		
Telephone	Daytime	Evening
E-mail Address		

Booking Details		
Purpose of let <small>If alcohol is to be consumed, written permission must be given.</small>		
Rooms and times required (enter times using 24hr clock)	Start Time	Finish Time
Sanctuary Space		
Multipurpose Room		
Kitchen		

Dates required (list downwards)			
e.g. 03/01/18	8	17	26
START HERE ↓	9	18	27
1	10	19	28
2	11	20	29
3	12	21	30
4	13	22	31
5	14	23	32
6	15	24	33
7	16	25	34

Children and Young People	
Will your group be working with children and/ or young people on the church premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please confirm that you have read and fully agree to clause 8 in the conditions overleaf. (Copy of PVG Certificate must accompany form)	<input type="checkbox"/> Yes

Protected Adults	
Will your group be working with protected adults on the church premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please confirm that you have read and fully agree to clause 9 in the conditions overleaf. (Copy of PVG Certificate must accompany form)	<input type="checkbox"/> Yes

Insurance	
It is Church of Scotland Policy that all groups using church premises should have appropriate public liability insurance. The level for Cumbrae Parish Church is £5,000,000. Your attention is drawn to the insurance section of the Conditions of Hire printed on the reverse of this form.	
We confirm that we have sufficient public liability insurance in place to cover the church's requirements.	<input type="checkbox"/>
<i>Please note that you may be asked to provide a photocopy of a valid insurance certificate prior to the commencement of your let.</i>	

Declaration	
I offer to hire the aforementioned accommodation from Cumbrae Parish Church on the stated dates and times. I have read, understood and agree to abide by the Conditions of Hire printed on the reverse of this form.	
Signed	
Date	

For Church Use	
On behalf of Cumbrae Parish Church, I confirm acceptance of the booking application as detailed above.	
Minister/Session Clerk Signature	Date

Return the completed form to Mrs Christine Hamilton, 8 Bute Terrace, Millport, KA29 0BD or email to info@cumbraeparishchurch.co.uk.

For assistance, telephone our Session Clerk on (01475) 530539.

Cumbrae Parish Church (Church of Scotland) is recognised in Scotland as a Charity SC004919



Signing a hall let form binds you to a number of conditions of hire which are necessary in order to ensure that your activity is carried out safely and responsibly. Your co-operation in this is essential. Please read the following conditions carefully.

1. **BOOKING:** At least 7 days notice should be given to the church administrator when making a booking. An application form must be completed and the hall should be used for the purpose stated and no other purpose. You may not sub-let the hall to another body. Bookings will be accepted for no more than one year in advance unless under exceptional circumstances. When making a booking, please make sure that you hire the hall for sufficient time to set up before, and clear up after a let..
2. **CANCELLATION:** 7 working days notice of cancellation in writing to the church administrator is required, otherwise the full charge may be payable. The Church reserves the right to cancel lets as short notice for reasons of safety, repairs or essential maintenance. Failure to comply with conditions of hire may result in surcharges or cancellation of further lets.
3. **SUPERVISION:** As the person signing this booking form, you agree to be responsible on behalf of your organisation, for all communications with the landlord, for the hall, its contents and those attending during the let. You must ensure adequate stewarding and that all safety requirements are adhered to. In particular you must follow instructions relating to fire exits, fire procedures and alarms, location of fire fighting equipment and first aid kits. You must ensure that you are fully aware of the safety features of the hall, including information displayed and notices posted in the hall before your let takes place. All accidents or dangerous occurrences must be reported to the church administrator. Special conditions apply to events (concerts, plays, shows etc) where the public are charged an entry fee. You must sign a copy of these additional conditions separately.
4. **RISK ASSESSMENT:** If requested, the hirer will provide a suitable risk assessment and plan for the organisation of your event for approval of the landlord. The landlord reserves the right to refuse the booking if it is not supplied or is not suitable in the landlord's view.
5. **MAXIMUM OCCUPANCY:** At no time will the numbers in the hall and church exceed the following: Sanctuary 120, MPR 20.
6. **LOSS, INJURY OR DAMAGE:** The hirer is responsible for any damage done to the hall or its contents or for theft or loss of any contents. The hirer will pay for the replacement or repair of these. The Church will not be responsible for damage to property brought into or stored in the hall by the hirer, or for injury to any persons attending lets.
7. **INSURANCE:** the hirer shall be responsible for providing adequate insurance cover for themselves, those associated with them and their equipment and any other property they bring into the premises in connection with their use of them and, if required, shall exhibit the relevant policies and premium receipts to the Landlords. Without prejudice thereto and to the other provisions of this Agreement: (1) The hirer shall be responsible for providing adequate public liability insurance cover in respect of their use of the premises; and (2) The Church shall be entitled, at their option, to require endorsement of the relevant insurance policies in their name or, alternatively, to insure separately against any possible claims and liabilities arising from the hirers' use of the premises and to recover the relevant premiums or increases in premium, as the case may be, from the hirer.
8. **CHILDREN AND YOUNG PEOPLE:** The Tenants confirm that they are aware of the requirements of the relevant legislation relating to the safeguarding of children and young people. They further confirm they have made themselves familiar with the Church of Scotland Safeguarding materials relating to work with Children and Young People, that they have an understanding of them and will follow the provisions contained therein in work with children and young people under the age of 18 years. The Tenants further confirm that they have adopted a recruitment procedure for working with children and young people which, where appropriate, includes the carrying out of Enhanced Disclosures (Scottish Criminal Record checks) or of requiring staff (whether employees or volunteers) to be members of the PVG ("Protection of Vulnerable Groups") Scheme. It is agreed that if the Tenants are found to be in breach of these undertakings, the Landlords shall have the right to terminate this agreement with immediate effect.
9. **PROTECTED ADULTS:** The Tenants confirm that they are aware of the requirements of the relevant legislation relating to regulated work with protected adults. Where the premises will be used for such work, they further confirm they have made themselves familiar with the relevant Church of Scotland Safeguarding materials, that they have an understanding of them and will follow the provisions contained therein in regulated work with protected adults. The Tenants further confirm that they have adopted a recruitment procedure for working with protected adults which, where appropriate, requires staff (whether employees or volunteers) to be members of the PVG ("Protection of Vulnerable Groups") Scheme. It is agreed that if the Tenants are found to be in breach of these undertakings, the Landlords shall have the right to terminate this agreement with immediate effect.
10. **CLEANING:** In order to provide a service in a realistic and cost effective manner, it is vital that hirers leave the building in a reasonable state of cleanliness. Hall floors and tables should be left clean and tidy after events. Failure to comply with this condition will mean that the let incurs a surcharge.
11. **PREPARATION:** For all events the hirer is responsible for the setting out and putting away of tables, chairs and other equipment.
12. **HOUSE RULES:** As the signatory to the booking form, you must ensure that the following house rules are followed during the let. No alcohol to be consumed (unless permission has been granted); no defacing of walls; no vulgar, obscene, improper or disorderly behaviour. All safety signs, including "No Smoking" signs, must be strictly obeyed and no large items of equipment are to be used or installed without the permission of the church administrator. Do not use any powders, chemical or other materials on hall floors. All electrical equipment brought into the hall must be in good condition and should have been tested in accordance with statutory electrical regulations currently in force. The church and hall is a sanctuary and any behaviour conflicting with that will not be permitted by the landlord.
13. **USE OF KITCHEN:** For safety reasons, no children under the age of 5 years can be admitted to the hall kitchen. All other children must be accompanied by an adult. Perishable food items should not be stored anywhere in the hall. If used, the kitchen should be left clean and tidy. All rubbish to be placed in appropriate bins.
14. **PAYMENTS:** The hirer is responsible for prompt payment of hall rent, as per the rules in force on the day of the hire. Failure to do so will result in cancellation of the let and all future lets.
15. **INDEMNITY:** The Landlords shall not be responsible for any loss, damage or claim by any party of any kind, including claims in respect of any deficiency in respect of the premises themselves arising out of this let; and the Tenants shall indemnify the Landlords (including the Trustees vested in the premises) against all such loss, damage or claims.

Cumbrae Parish Church (updated December 2018)