

ST MARTIN'S CHURCH**SHERWOOD****APPLICATION FOR HIRE OF PREMISES**

This booking form is to be used alongside the Agreement for use of Premises Booking Form.

Hirers must fully complete all sections and sign the form confirming that they agree to abide by the requirements before submitting it to the Administrator, Mrs J Walker, St Martin's Church, Trevoze Gardens, Sherwood, Nottingham, NG5 3FU.

Payment terms: Invoices will be issued at the end of each term/quarter as appropriate for regular bookings. Payment is required within 21 days of date of invoice. One off bookings are to be paid for 7 days prior to the date of hire. Bookings cancelled with less than 7 days notice may incur a charge.

Name of Hiring Group: _____

Full Name of Applicant: _____

Full Postal Address: _____

Telephone: _____

e mail: _____

Name and Address of person to be invoiced (if different from above) _____

Telephone: _____

My signature confirms that I agree to be the 'Responsible Person' for the group

- To ensure that my group observe all requirements of the Church's Terms and Conditions which I have also signed.
- That the assessed charges will be paid in accordance with the invoice terms.
- That all the necessary insurance and licences, including Public Liability Insurance are in place, and a copy of the Public Liability Insurance document (preferably over £5 million) has been submitted to the Administrator.

Signature of Applicant: _____ Date: _____

On behalf of: _____

Times of room hire to include setting up and clearing away, not just group meeting time.

The hirer is responsible for arranging any chairs and tables as required, and replacing them afterwards.

DETAILS

CHURCH (includes hire of the Chapel)

Monday Tuesday Wednesday Thursday Friday Saturday

(Please circle)

HALF DAY: A morning, afternoon or evening session

FULL DAY: Two or three sessions;

Dates for booking (include start and finish date plus times) _____

SIDE CHAPEL

Monday Tuesday Wednesday Thursday Friday Saturday

(Please circle)

HALF DAY: A morning, afternoon or evening session

FULL DAY: Two or three sessions

Dates for booking (include start and finish date plus times) _____

COSTS

Expected ticket price for event: N/A £ _____

Hire of St Martin's Church 2019– Terms and Agreement

Use of whole church: Whole day £120/£200 Half day£70/£125

Use of side chapel: Whole day £50/£75 Half day£35/£50

Instructions for use.

- 1 All bookings to be made through the Church Office by phone (0115 9607502) or email (stmsherwood@gmail.com)
- 2 When booking – a non returnable deposit of £25-00 should be paid. The remainder of the fee is to be paid in the week before your event. Please complete the form below with your deposit.

Name of event:	
Date of event:	
Name of event leader:	
Contact address:	
Telephone number:	
Email address (if available)	
Time access to church is required	
Expected time event will finish	

The deposit of £25-00 is enclosed paid by BACS

Account: PCC St Martin Sherwood (Current Account)
Bank: National Westminster Bank PLC
 563 Valley Road Basford, Nottingham, NG5 1JD
Sort Code: 54-21-07
Account Number: 07104146

Deposit received

Signature _____

Use of St Martin's Church

Please take note of the following and ensure that they have been checked before you leave the building at the end of your event.

1. Please leave the building set up as found and in the condition found. If you need to move chairs, please take a photo so that you know where they are to be put back at the end of the event.
2. Any breakages or damage to the inside or outside is to be paid for. We would encourage you to take out Public Liability Insurance for this purpose.
3. Please respect our central communion table and its coverings. Do not put anything on it or under it.
4. If food is eaten in the porch area, please vacuum the carpet before you leave. (The vacuum can be located in the small kitchen....up the ramp at the right side of the church, 2nd door on the right, left by the 'disabled toilet' follow the corridor to the end - room on the right.)
5. The church does not have a license to sell alcohol therefore this may only be provided free of charge at free events. If you wish to serve alcohol you will need to take out your own license.
6. Please be careful about which lights you need on – only switch lights on as needed. The ones marked with a blue dot in the porch area are generally all that is needed initially.
7. Check the red stage carpet and vacuum if necessary.
8. Please check all toilets before you leave.
9. Please ensure all windows are shut and both front and back door are locked. (The same key fits both doors.) Make sure all lights are switched off.
10. Wheelie bins.- Please note that St Martin's Church is in the City of Nottingham. The green bin is for general household waste – the brown bin with the grey lid is for paper, card, plastics, glass and aluminium cans/foil/etc. Bins are located outside near the apse. To reach go out of the side door (near the kitchen) and turn left. Please collapse any boxes.
11. Please do **not** try to move the piano in the side chapel.
12. The church should be vacated by 10.30pm at the latest.

Safeguarding details

The Parochial Church Council of St Martin's Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. 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 contact for St Martin's Church Sherwood is:

E-mail: Safeguarding.stmsherwood@gmail.com

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 retained by the church, and one by the organisation