

Amblecote Church Hall

Single Hire Booking Form

Name:	
Address:	
Town:	
Post Code:	
Telephone:	Mobile:
E-mail:	

Use / Purpose of hire.....

NB: If your event involves a bouncy castle or live animals you **MUST** include a copy of your up to date third party insurance certificate with this form to secure the booking.

Approximate numbers to attend: Children.....Adults.....

Date of Hire.....

Time: Start.....am / pm. Finish.....am / pm.

Total Hours.....@ £22.00 per hour. (Minimum 3 hours)

NB: The total hours should include time needed for setting up and clearing away.

Total Hire Fee: £..... Deposit = £50.00.

NB: Deposit refundable at the discretion of the Church Hall Management Committee in accordance with "Conditions of Hire".

Please read and then sign the "Single Hire Conditions of Hire" and return with this form and two separate cheques made payable to "Amblecote Church Hall Management Committee".

1. Total Hire Fee.
2. Deposit.

To: Booking Secretary, 91, Trinity Road, Amblecote, Stourbridge, DY8 4LZ
Any questions please email: htahallhire@gmail.com
or call 01384 374634

Holy Trinity Amblecote Church Hall

Single Hire Conditions of Hire

1. An application for hire must be accompanied by a deposit of £50 which is refundable only if all conditions of hire have been adhered to as deemed by the Church Hall Management Committee.
2. The deposit will be forfeited if the booking is cancelled within 14 days of the date of hire.
3. The hirer is responsible for any damage to or loss of fixtures or fittings of the premises during the hours of hire. **The hall should be left in a clean and tidy state at the end of the hire.**
4. All chairs should be returned to their storage area at the rear of the hall and be stacked in 4 piles of no more than 10 chairs high. Tables should be stacked neatly on the trolley and be returned to the storage room.
5. Vehicles (and contents) parked on the church hall car park are parked entirely at the owners risk.
6. The Church Hall is a strictly **“NO SMOKING”** venue.
7. Hirers must ensure that all music (amplified or live) or any other amplified sound ceases at 10.30pm. The whole building must be cleaned and vacated by 11.00pm. Any desired extension to these times must be applied for at the time of booking.
8. All lettings are open to the Church Hall Management Committee/Church Officers to ensure adherence to the conditions of hire.
9. The church hall is licensed by DMBC for a maximum of 100 people or 85 seated. These limits must be adhered to at all times.
10. The hirer is responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those held by the PCC.
11. Hirers are advised to make their own arrangements for personal accident insurance and are reminded that the Hirer is responsible for any accident or injury arising from the activity for which the hirer has booked the Church Hall and should have a nominated first aider and where appropriate someone designated to act as a fire marshal.
12. The hirer should not sublet or use the premises for any unlawful activity.
13. The hirer must ensure all lights and gas appliances are turned off before vacating the premises. Pictures, posters, balloons or notices must **NOT** be pinned or stuck to any of the walls. **NB: This will result in the forfeiting of the deposit and/or payment for repair of any damage.**
14. Hirers are required to record details of any accident or incident occurring during the hire which did or could give rise to injury as soon as possible after any accident/incident. This **MUST** be done before the building is vacated. An accident book for this purpose is located in the kitchen cupboard marked **“First Aid”**.
15. All activities that may come under **The Children’s Act** and its amendments **MUST** be in full compliance with the act.
16. **Verbal or physical abuse from hirers will not be tolerated and will be referred to the appropriate authority and any agreement will be terminated immediately with no refund.**
17. **Hirers must ensure that radiators or any part of the heating system is not altered in any way. If it is an engineer’s call out fee will be charged to the hirer for resetting the system.**
18. Any hirers exceeding the agreed hire time should expect to be charged accordingly.

I have read and agree to the above conditions of hire and agree to comply with them.

Signed:..... Print:..... Hirer

Signed:.....Print:.....Booking Secretary