

ST MATTHEW'S CHURCH AND HALLS
Widcombe Hill, Bath BA2 6AA
Tel: 01225 465065 Email: admin@widcombe.church

Booking Form

YOUR DETAILS

Name (block capitals) _____

Organisation (if applicable) _____

Room(s) Required (*please tick all required*) –

Main church Church Hall Upstairs Meeting Room

Description of activity _____

Address for correspondence _____

_____ Postcode _____

E-mail _____

Telephone (Day) _____ (Mobile) _____

'On the day' contact name and number _____

BOOKING DETAILS

Date, time & duration of booking(s) Use a separate sheet if necessary.

Please ensure all clearing up is done within the time booked.

AGREED RATE £20 per hour unless otherwise arranged as given here _____

SIGNED BY (the hirer) *I agree to abide by the Conditions of Hire:*

_____ Date _____

If booking a regular activity involving children, young people or vulnerable adults, please sign the additional **Hirer Safeguarding Form**.

Key holders and access: Mary Udale-Smith (church office 465065) or Peter Jones (07771 901730)

ST MATTHEW'S CHURCH AND HALLS

Conditions of Hire

1. All applications for the hire of the church, room, rooms or Parish Hall at St Matthew's Church, Bath (herein called the 'hired premises'), for either one or more engagements must be **in writing on the form attached and forwarded on completion to the person responsible for hall hire (below)**. The person by whom this application form is signed shall be considered the hirer. Where an organisation is named in the application for hire, that organisation also shall be considered the hirer and shall be jointly and severally liable hereon with the person who signs the form.
2. Full payment shall be paid on receipt of the first invoice.
3. The right is reserved to cancel any booking, without notice, where the vicar considers it necessary for any cause outside his/her control. In the event of any booking being cancelled, other than by the hirer, the amount of fees paid will be refunded to the hirer. The church reserves the right to cancel any booking when the building is required for its own purposes, and notice will be given. On the rare occasion of this happening, the church will make every effort either to relocate the hirer within the building, if this is practical and possible, or offer the hirer another day or time.
4. The hirer shall use the hired premises for the **purpose stated on the application form and for no other purpose**. The Parochial Church Council (PCC) seeks to use its buildings in a way that does not conflict with its faith foundation. We can gladly make available to all who make a booking some information about finding out more about the Christian faith. The PCC reserves the right to refuse an application if it believes the booking may compromise the integrity of its faith values, or create a mixed message. The PCC will at all times have due regard to the requirements of the Equality Act 2010.
5. The hirer during the hiring shall be **responsible for the safety of all persons** using the hired premises and shall be responsible for ensuring that all fire exits are kept accessible at all times. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
6. Hirers of the premises are required to **complete details of any accident or incident** occurring during their occupation which did, or could give rise to, injury as soon as possible after the accident or incident, but in any case before the premises are vacated after the event. A book is provided for this purpose in the kitchen, but it must also be reported by telephone to one of the names at the end of this agreement within 24 hours. Any apparatus or equipment involved must be retained for inspection.
7. The hirer shall **not sublet the premises**. Should the hirer attempt to, or do so, the hiring will stand cancelled and all fees paid shall be forfeited.
8. The hirer shall take good care of the hired premises, and any **damage to the hired premises or fixtures or fittings shall be paid for in full within seven days** of being notified by the PCC via the vicar.
9. The PCC will not be held responsible for any theft, damage or loss of any article placed in the building.
10. The PCC will not be held liable for any loss due to breakdown of machinery and equipment, supply of electricity, leakage of water, fire or government restriction, which may cause the church, room, rooms or Parish Hall to be temporarily closed or the hiring to be interrupted or cancelled, or other cause or event beyond the control of the hired premises.
11. Unless subject to specific prior agreement and compliance with the hiring requirements, **alcohol shall NOT be consumed or sold on the premises**. It is the hirer's responsibility to obtain an appropriate TEN permission for the sale of alcohol and the hirer must notify the PCC that this is taking place and provide a copy of the licence beforehand.
12. If the hirer is an organisation whose purpose is to run regular or repeat **activities or events for, or involving, children or vulnerable adults, then written confirmation that such group has a robust Safeguarding Policy and that it uses the Disclosure and Barring Service must be provided to the PCC** prior to the hiring. You will also sign the **additional Hirer Safeguarding Form**. For one-off bookings involving children, by signing this hire agreement you agree to abide by the PCC's policy regarding Safeguarding Children and Vulnerable Adults (Diocesan policy adopted), a copy of which can be seen at the church office or at this link - http://www.bathandwells.org.uk/wp-content/uploads/2014/11/bw_safeguarding_policy_2011.pdf
Children under the age of 16 years are required to be supervised at all times. Organisers must arrive ahead of the children.

13. A **no-smoking policy** is STRICTLY held in the hired premises.
14. No **posters, flags, emblems** or other decoration shall be displayed outside the church without previous consent of the PCC.
15. Unless specifically agreed in advance, **no animals, except guide/hearing dogs**, are permitted on the hired premises.
16. The hirer shall keep the premises in a **clean and orderly state at all times**. The PCC may carry out an inspection at any time.
17. No **bolts, tacks, nails or screws shall be used** in the walls of the premises without prior consent from the PCC.
18. **No alterations** to the electrical, heating, lighting or public address systems shall be made except with the prior consent of the PCC. Consent may be subject to conditions, which the hirer will be required to observe.
19. Except where indemnity is specifically provided for in these conditions, **the hirer shall indemnify the PCC** against all actions, proceedings, claims, and demands whatsoever that may arise as a result of the hiring.
20. The hirer shall arrange any **public liability insurance** cover for their activities during the period of hire. Individuals hiring the premises for a private function should check with their household insurers to ensure that the public liability cover would extend to the organising of such an event, or else arrange specific public liability cover.
21. **No** part of the premises is to be used for any **unlawful purpose** or in any unlawful way – and in particular: users are responsible for ensuring that any item of electrical equipment brought onto the premises complies with all current Electricity at Work Regulations, that any food preparation conforms to current Food Safety Regulations and that any music or other entertainment conforms to the appropriate Performing Rights Regulations.

SPECIAL NOTES FOR SERIES BOOKINGS

Any series booking is assumed to be regular throughout the year and fees are liable accordingly. IF ONE MONTH'S NOTICE is given for a break in the series, then booking fees are not payable for the break period. It is helpful if the hirer can let the person responsible for hires know well in advance of any long breaks, such as the summer holidays, as the church sometimes has groups wanting to use the premises at this time. Fees will periodically be reviewed and two months' notice of any variation will be given. Termination of the contract is one month's notice in writing, unless conditions of hiring have been broken, in which case the PCC has the right to terminate the contract forthwith.

CONTACT US

Hire Co-ordinator: Mary Udale-Smith, Parish Administrator, 01225 465065 (answerphone out of hours)

Email: admin@widcombe.church

Vicar: Revd Tim Buckley vicar@widcombe.church

Key holders and access: Mary Udale-Smith (church office 465065) or Peter Jones (07771 901730)

Lay Chair of PCC: Angela Frith 01225 447005, 07876 191111

St Matthew's chapelwardens: Andrew Udale-Smith (319788) and Bill James (331103)

FIRE PREVENTION – St MATTHEW'S CHURCH

This document should be read by all hirers of the hall, visiting vicars, churchwardens, cleaners, volunteers and maintenance assistants.

- 1. There are three fire exits –**
 - a. Main front door has Yale lock and bolts. Can be opened from inside without a key.
 - b. Side door leading to the church hall has Yale lock and bolts. Can be opened from inside without a key.
 - c. Door at the back of the hall has push bar to open from inside.
- 2. All exits should be kept free from obstruction and particularly any combustible material.**
- 3. Fire extinguishers are located at the following places:-,**
 - a. CO2 for electrical and flammable liquids – Inside the organ door (needs the organ door to be unlocked).
 - b. Foam for wood, paper, textiles and flammable liquids –
 - i. Just inside the main church front door.
 - ii. Inside side porch.
 - iii. By the key cupboard in the church hall.
 - iv. Upstairs in the front meeting room.
 - c. Multipurpose powder for wood, cloth, paper, plastics, coal etc and fires involving solids – in the kitchen.
- 4. A fire blanket is located in the kitchen.**
- 5. Torches are kept in the key cupboard and in the kitchen drawer.**
- 6. No smoking is allowed anywhere in the building.**
- 7. No combustible material is to be placed anywhere near a naked flame or the boiler in the crypt.**
- 8. No flammable material or liquids are to be stored on the premises (including the crypt).**
- 9. All electrical appliances must be switched off and unplugged before the building is vacated. These include, but are not limited to, lights, kettles, tea urn, amplifiers and musical equipment, microphones, heaters, organ, DVD player.**
- 10. No cooking facilities may be brought into the premises unless first agreed with the churchwardens and PAT tested if necessary.**
- 11. If portable heaters are required, they should be placed in the open, away from any combustible material including paper, books etc.**
- 12. All external contractors should be accompanied at all times wherever possible. Check that they have current insurance for fire risks. Question them about their activities to ensure that fire hazards are kept to a minimum.**
- 13. If the church is hired out for events, the hirer must sign the Terms and Conditions of Hire document, including the Fire Precautions notes (available from the administrator).**
- 14. No signs showing exits or fire-fighting appliances may be covered at any time.**

N.B. There is no sprinkler system or fire alarm in this building, but there are smoke detectors throughout, and some emergency lighting in the modernised area of the church hall and upstairs meeting room

FIRE REGULATIONS

Responsibilities of the warden or person in charge

Prior to any services or activities -

1. Check the emergency exits are free from any obstruction.
2. If hand-held candles are used, keep a fire blanket readily to hand.
3. Check that altar candles are securely placed in holders before lighting.
4. Ensure any matches used are cooled before throwing away.
5. Remove any foliage or other material near to any candles prior to being lit.

After use of the building -

1. Ensure any exits are locked and bolted if they have been opened.
2. Check that all electrical appliances are turned off and unplugged.
3. Check that all candles are fully extinguished.

IN THE EVENT OF A FIRE

1. **Identify the safest exit routes**, from the three emergency exits.
2. Ask everyone to **vacate the building as quickly as possible**.
3. Ensure that any **disabled people are assisted** by someone.
4. Ask someone to **telephone 999** for the fire service.
5. **Only if safe to do so**, tackle the fire using the correct extinguisher or fire blanket.

Thank you.