

## All Souls Church Hall - Booking Form 2021

Name of Organisation /Hirer

Contact Name & Address

Telephone:

email:

Hire Details - inc start day/date & start /end times

Weekly /Fortnightly /Monthly/ Single Hire

I consent to All Souls Church contacting me by:

Post  
Telephone  
email

Please confirm that you have read the regulations for use of the Church Hall as provided.

*By signing this form, you are confirming that you are consenting to the Parochial Church Council of All Souls Church, Tycoch holding and processing your personal data for the purpose of administration of the hire of All Souls Church Hall.*

Signed (Hirer):

Date:

Booking confirmed by:

Date:

**HIRE FEES: £15 per hour**

*Single event hire only : £15 per hour + Refundable deposit of £15  
e.g. For a 2 hour event @£15: £30 + £15 cancellation /breakages deposit = total £45.*

Payment by BACS to:

Account name:

All Souls Church, Tycoch

Account no: 90118346

Sort Code: 20-84-41

***A set of keys will be handed to hirer on first day of booking and a signature obtained.  
Keys must be returned to All Souls PCC\* at the end of the hire contract.***

FOR INFORMATION: The kitchen is equipped with kettles, hot water urn, cooker, glasses, crockery, cutlery and tea towels. Cleaning materials are stored in the cupboard under kitchen sink.

\*Antibac spray and wipes are stored in the kitchen.

Ten 5ft trestle tables are available on request.

Please ensure all kitchen appliances are switched off, including water heater.

Please check that the windows and doors are closed, wall and over-head heaters switched off.

**Thank you.**

## Parish of Tycoch, All Souls Church

### Conditions for Hire of All Souls Church Hall 2021:



The **Health Protection (Coronavirus Restrictions) (No 4) (Wales) Regulations 2020** (as amended) allow for the reopening of Community Centres but place a duty on those persons responsible for the centre to take reasonable measures to minimise risk of exposure to coronavirus at the premises or the spread of coronavirus by those who have been at the premises. Failure to do so will give rise to enforcement action. This duty includes the collection of contact information.

All Souls Parochial Church Council\* are responsible for ensuring that the Church Hall is Covid 19 safe. This includes ensuring the hall is cleaned on a regular basis, that the sanitising stations are properly maintained, and that each hirer is aware of their responsibilities for safe use, including keeping contact records for track and trace.

The hire of All Souls Church Hall is dependent on the Hirer abiding by the following conditions:

- 1. Whilst there is no longer a legal requirement to maintain social distancing, it remains a useful measure to limit transmission.**  
**Hirers are required to carry out their own risk assessment for the safe use of the space.**
- 2. The hirer must maintain a register of attendees for track and trace.**
- 3. Ensure that other reasonable measures are taken to minimise risk of exposure to the virus by use of face coverings (still required within public buildings), sanitisers and, disinfectant spray as appropriate.**
- 4. The Hirer undertakes to ensure that the Centre is left in a clean, tidy and undamaged condition after use. The Hirer will be held responsible for any damage to the Church Hall, its facilities, furniture, fittings or equipment during the period of hire and for the cost of any additional cleaning as a result of the hall being left in an unacceptable state.**  
***This clause is without prejudice to any claim which may be made against the Hirer by All Souls Parochial Church Council in the event of damage etc. which may cost more than the deposit to repair or reinstate.***
- 5. The hirer is responsible for ensuring hire charges are paid, in advance, by BACS transfer. Bank details can be found below. If BACS is not possible, payment by arrangement.**
- 6. The Hirer will be held responsible for any security lapse caused by the negligence of the Hirer in complying with the correct security procedure as displayed on the noticeboard.**  
***All fire regulations relating to the Hall must be observed and no fire exits shall be blocked, or fire appliances removed or tampered with. Instructions for the use of fire extinguishers are displayed in the Hall.***
- 7. N.B. for single hire (parties/celebrations etc) :**  
The hirer is responsible for ensuring that time is included in their booking details for setting up before the event and cleaning up after.  
Decorative hangings must be certified as fire resistant and must be applied to surfaces with removable white tac only. The Hirer is responsible for removing all decorations at the end of the hire period.  
**The Hirer is responsible for removal and dispose of all waste after the event.**

8. All Souls PCC\* accepts no responsibility for any loss or damage to the Hirer's equipment, personal effects etc., or for any injuries sustained in the Hall or its immediate environs. The Hirer is responsible for insurance; Health & Safety matters and must have relevant safeguarding arrangements in place for vulnerable users.
9. All Souls PCC\* reserves the right to cancel or amend the booking.
10. All Souls PCC\* reserves the right to review hire charges annually.
11. Smoking is not permitted anywhere in the building.
12. **NO STILETTO HEELS.**
13. All Souls Church Hall does not have a premises license and therefore the sale of alcohol is **not** permitted

**Failure to comply with any of the above rules may result in termination of the existing contract and/or any future applications to hire.**

**HIRE FEES: £15 per hour**

**Deposit required for single event hire: £15 per hour + Refundable deposit of £15**

**e.g. For a 2 hour event @£15: £30 + £15 cancellation /breakages deposit = total £45.**

**Payment by BACS:**

**Account name: All Souls Church, Tycoch**

**Account no: 90118346**

**Sort Code: 20-84-41**

**FURTHER INFORMATION:**

The kitchen is equipped with kettles, hot water urn, microwave, electric cooker, glasses, crockery, cutlery and tea towels.

Cleaning materials are stored in the cupboard under kitchen sink.

\*Antibac spray and wipes are stored in the kitchen.

Six Square folding tables and Ten 5ft trestle tables are available for use.

(please return to store room after use)

Please ensure all kitchen appliances are switched off, including water heater.

Please check that the windows and doors are closed, wall and over-head heaters switched off.

**Thank you.**