

## St. John's Church Angell Town Booking Form

### A. Conditions of use

1. The church/hall is available to the hiring church between the times stated and may only be used outside these times with the prior written agreement of the priest in charge. The hirer must ensure that their booking only runs between the agreed times, and they must have cleared up and left the building **by the end of their agreed booking time**. The hiring church/group shall be responsible for ensuring that the church/hall is left clean and tidy after each booking and that rubbish is recycled or disposed of. An additional charge will be made for any cleaning that is necessary after a booking.
2. The hiring church/group may only have access to other parts of the premises not covered in this agreement with the prior written agreement of the priest in charge. The Hirer shall ensure that all regular activities take place within the Church building and not in the grounds outside.  
**In particular children must not be allowed to run around or play outside the building without supervision** as this is dangerous. The hirer must not allow any activity or behaviour which causes nuisance to neighbours or brings the church into disrepute.
3. The hiring church shall ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury or illness. The hiring church shall provide the host church with a copy of its child protection and vulnerable adult's policy, and shall regularly provide adequate evidence to demonstrate that this is effectively implemented and monitored.
4. The hiring church shall not use the church/hall for any purposes other than described above; use for any other purpose must be with the prior written agreement of the priest in charge.
5. The host church reserves the right for the priest in charge or his/her representative to enter the church/hall at any time.
6. In the case of block bookings the hirer will be charged for all regular bookings which constitute the regular block booking, even if the hirer chooses not to use the building on a particular date. The hirer will not be charged for dates when the building is not available for hire (any periods during the Christmas, Easter or Bank holidays when the building may be closed, or when it is not available for hire because of a St. John's church function); the hirer will be informed of these dates at the beginning of the year or two months in advance.

7. The host church reserves the right to cancel or change the day and time of booking in the event of it requiring the use of the church/hall for a special event; it **will expect to give at least a months notice** and will refund any money paid for a booking that is cancelled or changed in these circumstances.
8. The host church reserves the right to cancel or change the day and time of booking **without notice if exceptional or unforeseen circumstances arise**; it will refund any money paid for a booking that is cancelled or changed in these circumstances.
9. The hiring church/group shall not allow the numbers present to exceed the maximum number **of 250** people in the church/hall, both seated and standing
10. The furniture in the chancel/sanctuary area of the church such as the Altar, the credence table and the candle stands, **MUST NOT BE MOVED WITHOUT PRIOR ARRANGEMENT AND AGREEMENT BY THE HOST CHURCH**. Children must NOT be allowed to play in this area.
11. Any item (such as flowers, artwork, material produced by the children on notice boards etc) left by St. John's for use in services must not be tampered with, and should be moved only with permission of the Vicar, Wardens or Treasurer.
12. The hiring church/group shall, during the period of occupancy, be responsible for the supervision and security of the church/hall, protection of the fabric and contents from damage, and the behaviour of all persons using the premises.
13. The hiring church/group shall report to the host church immediately of any damage caused during its use of the church/hall and shall indemnify the host church for the cost of repair of any damage caused by the hiring church while using the premises.
14. In accordance with Fire Regulatory Order 2005, the host church **shall give a copy of the fire regulations and evacuation procedures to the hiring church and the hiring church shall agree to observe them at all times (attached)**.
15. In accordance with Fire Regulatory Order 2005, **the hiring church shall carry out a fire risk assessment for use of the church/hall and shall give a copy to the host church**.
16. The hiring church/group shall, during the period of occupancy, be responsible for the proper supervision of car parking arrangements so as to maintain access to the Vicarage car park and avoid obstruction of the highway.
17. The building is heated by wall mounted units, with electronic timers and thermostats, and the temperature is set by the Church Authorities. The settings must not be tampered with. The hiring church shall not bring into church for use any additional heating units.

18. The hiring church/group may use only such storage as is designated to them (if applicable) *and* shall ensure that all items are safely stored away when not in use. Permission shall not be given for the storage of LPG/Calor gas canisters or cylinders.
19. The host church shall make the kitchen available **for water during** the times of booking and the hiring church shall ensure that it is kept clean and tidy.
20. The host church shall make the toilets available for use during the times of booking and the hiring church shall ensure that they are kept clean and tidy.
21. The hiring church/group may, with the express permission of the Vicar, have **designated key-holders** who shall be responsible for locking and securing the church/hall after use.
22. The hiring church/group shall only use notice boards, both within and outside the church, with the written agreement of the priest in charge. The plaster of the Church walls is weak and is easily damaged therefore nothing may be pinned, sellotaped or blu-tacked to the plastered walls.
23. The hiring church/group shall ensure that noise both within and outside the building is kept at a level which will not disturb people at other functions in the church/hall or in neighbouring houses and will take responsibility for addressing any complaints arising from its activities.
24. The hiring church/group shall be responsible for the observance of all regulations affecting the premises imposed by licensing justices, the fire authority, the local authority and other relevant bodies, and must do nothing to contravene the laws of betting, gaming and lotteries.
25. The hiring church/group shall not sub-let the premises.
26. The hiring church/group shall not use the premises for any unlawful purpose or in any unlawful way do anything or bring anything on to the premises anything that may endanger the premises, their users or insurance policies relating thereto.
27. The hiring church/group shall, if selling goods on the premises, comply with all fair trading laws and any local code of practice issued in connection with such sales and shall ensure that its public liability cover includes products liability.
28. Smoking is not permitted anywhere inside the host church premises.
29. The use of drugs is not permitted anywhere inside the host church premises.

30. Alcohol consumption may only be permitted with the prior written agreement of the incumbent/priest in charge.
31. No articles shall be ordered by the hiring church for delivery to the host church unless prior arrangements have been made with the host church.
32. The hiring church/group shall abide by the health and safety regulations in operation in the host church.
33. The Hirer is responsible for ensuring that all the lights (including those in the toilets and corridors) are switched off at the end of the booking and that the internal doors are closed and locked and that all the external doors are securely closed and locked. An additional charge will be made for any lights or electrical equipment left on after a booking.
34. The hiring church/group will provide evidence that it has a current insurance with public liability of not less than £2 million and contents cover and shall display its insurance certificate in the church/hall.
35. Any changes made by the host church in the conditions shall be communicated in writing to the hiring church/group and the revised conditions shall be jointly accepted and signed.
36. The hiring church/group acknowledges that no tenancy is intended to be created between the host church and the hiring church and that no relationship of landlord and tenant exists between them.
37. Three months notice shall be given by the host church or the hiring church for the termination of the agreement.
38. The host church reserves the right to terminate the agreement with immediate effect in the event of conditions being violated.
39. A group representing the host church and the hiring church/group shall be established for the purposes of monitoring the arrangements and proposing developments in the relationship.

**B. Please note the location of the following:**

**Lights:** On the panel at the left hand side at the back of the Nave area of the church

**First aid box:** In the Wardens Vestry.

**Accident book:** Above the First Aid Cupboard in the Wardens Vestry.

**Fire extinguishers:** Affixed to the wall in Tower area and in the main church

**Cleaning equipment:** Cleaning equipment is available in the cupboard at the front of church, in North porch and toilet areas.

**In an emergency please contact**

The Vicar: Rev. Dr. Rosemarie Mallett 0207 733 0585

Treasurer: Eric Damah

ST. JOHN'S, ANGELL TOWN .

**PLEASE READ THE CONDITIONS OF USE AND THEN SIGN BELOW**

I, *(Name of Hirer - please print)*

.....,

wish to use the church for the purpose of *(state purpose of hire)*

.....

I have read the conditions for the use of the Church and I agree to comply with the same.

Signature:..... Print Name: .....

Date:.....

PLEASE SIGN BOTH COPIES, RETAIN ONE COPY AND RETURN THE OTHER TO:  
St. John's Church, Angell Town, 49 Wiltshire Road London SW9 7NE.

One signed copy of this form shall be kept by the host church and one by the hiring church/group.