

Hire our Premises

To hire one or more of the rooms in our church hall please complete the form below and return to Lettings@stmarysgreenham.org. We will confirm details with you, including requesting insurance documents and safeguarding information if applicable and then issue an invoice. The booking is only confirmed once all documents and full payment is made. Email or 'phone date reservations will only be held for two weeks. Please see the terms and conditions for details of our cancellation policy.

Name of person making this booking			
Name of Organisation (if applicable)			
Contact E-mail address			
Phone Number			
Name of responsible person on site at time of hire (must be over 18 yrs old)			
E-mail Address			
Phone Number			
This booking is for:	An individual	A charity or non profit org	A business
Date of hire			
Time of hire NOTE this must include set up and clear up times either side of your event.	Start time	End time	
Proposed activity			
Will children under the age of 18 yrs old and/or vulnerable adults be present at your event?			
Do you propose to have any of the following at your event?	- External caterer - Organised sport activity - Bouncy castle/inflatables		
How many people do you expect to attend?			
Resources required (please tick as appropriate)			
Church Centre			
Upstairs Lounge			
Upstairs Kitchen			
Small meeting room 1 (upstairs)			
Small meeting room 2 (upstairs)			
Downstairs Hall			
Downstairs Kitchen			
Conservatory			
Other eg Tables & Chairs, crockery etc			

NOTE: This booking request is subject to your agreement of our terms and conditions that are a part of this form. Signing this form commits you to comply with these terms.

Signature of Hirer

Date

Your data will be held in line with our Privacy Policy – available on our website www.Stmarysgreenham.org or in hard copy on request

Thank you for hiring our premises at St Marys Church Greenham, we hope you have a successful event. The points set out below describe the hiring agreement between us and you. This needs to be signed before your booking takes place.

During your hire period the following conditions apply:

- St Marys Greenham CofE Church retains control, possession and management of the buildings, and their Minister and wardens, or those authorised by the same, have the right of admission at any time during the hire period.
- As a church we are happy to permit the hire of our buildings as long as the events taking place are in harmony with our Christian ethos. Bookings for worship activities can only take place after the approval of the Minister / PCC. St Marys Greenham CofE Church reserve an absolute right to refuse a booking, or to cancel this Hiring Agreement at any time, either before, or during the hire period itself.
- In the case of regular hirers, we reserve the right to move or cancel bookings due to church activities or maintenance. We will of course give as much notice as possible in this case.
- A responsible adult (age 18+) must be on site at all times during the hire period.
- Organisations that work with children and/or vulnerable adults must supply a copy of your safeguarding policy including the use of the Disclosure and Barring Service checks at least 5 working days prior to the hire period.
- The Church has public liability insurance to cover the premises which will cover bookings for an individual up to three times per calendar year. It does not however cover claims arising from 1) food and drink supplied by an external caterer, 2) bouncy castles, fly walls, other inflatables or similar equipment, 3) bonfires or fireworks, 4) organised sports activities and 5) other activities of a hazardous nature. Those individuals hiring more than three times per year, and all charities, non-profit and commercial organisations must have their own public liability insurance to cover the activity that will be undertaken. Hirers who bring in outside suppliers for example caterers, entertainers etc. must ensure these suppliers have the appropriate insurance for their services.
- A security deposit may be payable for new bookings. We will notify you at the enquiry stage if this relates to your booking.
- Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
- You cannot sub-let during the period of hire
- Bookings must begin after 8am and finish before 11pm.
- Please ensure that your event/activity does not inconvenience other hirers that may be on site at the same time.
- No animals are allowed on site, except assistance dogs
- No alcohol, gambling (including raffles), smoking (including e-cigarettes) is allowed.
- Fires, fireworks, and BBQs are not permitted
- Nothing is to be fixed to the building including with blu-tack, tape, nails etc. Items may temporarily be pinned to notice boards without damaging displays.
- Hiring of the kitchen includes use of equipment and crockery/cutlery but does not include any consumables such as tea/coffee/milk
- Should an incident occur, you are required to inform us and enter details in an accident book. The accident book and first aid kits are located in the kitchens on each floor.
- Please leave the building as you find it including turning off lights and securing windows & doors and removing all waste, taking it away with you. Please remember to check the fridges and freezers and remove any food you have bought with you. St Marys Greenham reserve the right to charge for repairs or any additional cleaning required should the building not be left in a satisfactory condition.

- We do not hold a television licence for the premises, and therefore it is not possible to receive a broadcast during the hire period. Films can only be shown with appropriate licences in place. We do not have these as a church and therefore you would need to apply for a one-off event licence at your expense.
- All portable electrical equipment belonging to the church has been tested and certified. If you wish to bring in your own equipment it must have been PAT tested within the preceding year, and you must be able to provide evidence of the check upon request.
- If selling goods on the premises you must comply with Fair Trading laws
- There is limited car parking adjacent to the Church Centre. All parking is at the owners risk. No vehicles may be left in the car park overnight. Any vehicles left overnight on the church premises may be removed and you will be liable for the costs
- Cancellation & Refunds
 - Regular hirers are invoiced monthly. Refunds are made at the discretion of the church and will be issued as a credit against the next invoice.
 - One-off bookings are to be paid at the time of booking. If an event is cancelled more than four weeks in advance then a full refund will be given. If the event is cancelled within four weeks no refund will be given.
 - The church may terminate this agreement immediately at any time if there is a breach of these conditions