**PARISH CHURCH OF ST MARY THE VIRGIN, DAVYHULME**

**CHURCH HALL HIRE AGREEMENT – SINGLE BOOKING**

This agreement is made between the parochial Church Council of The Parish Church of St Mary the Virgin, Davyhulme and the Hirer.

**Hirer Details**

Name of Hirer:

Organisation (if applicable):

Address:

Postcode:

Contact telephone No.:

Email:

**Event Details:**

Date of Hire:

Time of Hire; ***this must include time for setting up and clearing away***

From: To:

Purpose of Hire:

Number of people:

Additional entertainment; *e.g. Bouncy castle, children’s entertainer*

**Insurance for entertainment seen:**

**Date Signature**

**Fees: Payable in advance Total hire fee:**

**Please transfer full hire cost to:**

**Parochial Church Council of St Marys Parish Davyhulme**

**HSBC Sort Code 40-45-06 Account No 50650129.**

**Ref St Mary PCC church hall hire (please quote Surname and Date)**

**Please make sure you read the Terms and Conditions of Hire and the PCC Safeguarding Policy Statement.**

**Terms and Conditions of Hire**

The person named in the Hiring Agreement shall be responsible for ensuring that the following conditions of hire of rooms at St Mary, Davyhulme are complied with in all respects.

The Hirer will enter into a Hiring Agreement with the Parochial Church Council of St Mary the Virgin, Davyhulme hereafter referred to as St Mary’s.

St Mary’s regards the safe care and protection of children and vulnerable adults as of the utmost importance.  Individuals and groups that hire or use Church premises are expected to share this concern and make appropriate provision for the protection of children and vulnerable adults within their care.

**THE HIRER AGREES:**

Your Booking

1. That a booking is not confirmed until a completed hire agreement form has been received and agreed, and that the hire cost has been paid in full. The PCC reserves the right to cancel the booking if: exceptional, unforeseen circumstances arise; there is any breach of these conditions; or there is misstatement or material omission in connection with the hire agreement form, particularly relating to the purpose of hire.
2. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may, at its absolute discretion, refund the fees but shall be under no obligation to do so.  In the event of the PCC cancelling the booking all fees paid by the Hirer shall be refunded.
3. That the premises may be inspected to assess suitability for the purpose for which they are hired.
4. That in the event of an important and previously unplanned service such as a funeral taking place in the church, it may be necessary for the activity to be relocated or cancelled.  If cancelled the hire charge would be refunded in full.
5. That no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.

6. That no parking is included in this hire agreement, although some parking is available on site. The PCC accepts no liability to any loss or damage to cars parked within the church grounds

1. That it has read the PCC’s safeguarding policy and agree to adhere to its recommendations in relation to their work with children, young people and vulnerable adults.

Preparing for your Event

1. To be responsible for obtaining any local authority or other licenses necessary in connection with the booking. The church and church hall are not licensed premises, and no alcohol can be sold thereon without a licence from the local authority.
2. To be responsible for obtaining adequate insurance against any third party claims which may lay against the Hire or the Hirer’s organisation whilst using the premises. Hirers are advised to check with their own household insurance for indemnity in relation to the event that they bare are organising.

Please note that St Mary’s does not provide indemnity in relation to

Liability incurred in respect of accidents away from the hired premises;  
Liability arising out of food and drink supplied at the event where such goods have been supplied by a professional caterer;  
Liability arising out of the use of bouncy castles or other inflatables, fly walls, bungee equipment, or any similar activity equipment;  
Liability arising out of any organised sports activities;  
Liability arising out of any other activity of a hazardous nature;  
Liability assumed by agreement unless liability would have attached without such agreement;  
Liability where indemnity is provided by any other insurance.

1. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate’s Court or otherwise, particularly in connection with any event which includes public dancing, music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights. The Hirer shall comply with all Public Health / Covid 19 guidance current at the time of hire. The PCC of St Mary accept no liability in respect to any incidents, infection, resulting from a breach of such guidance. The relevant Risk Assessment will be made available to the Hirer prior to the event.
2. A Bouncy Castle, or other play equipment, may only be used on the premises if the hirer has previously forwarded to the lettings manager a copy of the Public Liability insurance cover of the company from which the Bouncy Castle, or other play equipment, is hired and this has been agreed by St Mary’s as acceptable. A Bouncy Castle may only be set up in the church hall.

On The Day

1. A representative from the church will meet you at church at the time agreed for your period of hire to open the building, guide you around, answer any queries. The representative will return to close the building at the agreed time. A contact telephone number will be provided for urgent contact during the period of hire.
2. To, during the period of hiring, be responsible for supervision and security of the premises and protection of the fabric and contents from damage.
3. To ensure that St Mary’s PCC and staff have access to all areas hired during the period of hire.
4. Smoking and vapping are not permitted on any part of the church premises, inside ot outside.
5. To ensure that the fire apparatus of the premises are not interfered with in any way and that all emergency exits are not obstructed and all persons using the premises are aware of the location of fire appliances and emergency exits.
6. To keep the amount of noise or other disturbance to an acceptably low level during the period of hire, and also during arrivals and departures so as not to cause nuisance or inconvenience to building users in other areas of St Mary’s or to the neighbouring properties. No music is to be played after 10pm.
7. To ensure that time for setting up and clearing away the event, as clearly defined in the hire agreement are adhered to.
8. To clear up after the event both inside the hired rooms, but also outside where any mess may have been caused by the event.  If the kitchen is used, it must be left clean and tidy.
9. To ensure that no cooking pots are placed on the floor.
10. To ensure that all furniture is replaced / stacked.
11. That all rubbish will be taken away and disposed of off-site by the Hirer.  We do not have the facilities to store rubbish from hires for collection later in the week.
12. St Mary’s welcomes people of all faiths and none.  You are reminded that this building is a place of Christian worship, and even though you may not share our beliefs, we ask that you are respectful of this fact in your use of the premises.  It is for this reason that certain activities will not be allowed.
13. Not to permit unseemly behaviour that would be damaging to the mission or witness of St Mary’s, or containing material or language abusive in general to others, or that is blasphemous or idolatrous and do nothing in or near or in relation to St Mary’s that is calculated to, or does, bring the name of the Church into disrepute.
14. No fireworks or Chinese Lanterns may be used in the church buildings or within the church grounds.
15. In anticipation of an emergency, it is the Hirer’s responsibility to ensure that they know the location of first aid kits, stopcocks, the nearest hospital, and the like.
16. The Hirer shall not interfere in any way with the electricity fittings or fixtures on the premises. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload, or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards, or other equipment.

Afterwards

1. To accept full responsibility, for and to St Mary’s against all costs arising from injuries to any person, using the premises during the period of hire, except such as may be caused by the negligence of St Mary’s.  If any such injury does occur, the Hirer must inform St Mary’s of the details, such that it may be recorded in the Accident book.
2. To compensate St Mary’s PCC for any damage or theft caused to the building, or to any fixtures, fittings or appliances belonging to St Mary’s during the period of hire or as a result of any breach of this agreement.
3. St Mary’s PCC will not be responsible or liable for any damage to, or loss of property brought onto, or left on the premises by the hirer or any other person.

**I have read and accept the Terms and Conditions of Hire and agree to abide by them.  
I have read the PCC Safeguarding Policy Statement and agree to adhere to its recommendations in relation to our work with children, young people and vulnerable adults.**

**Signed on behalf of the hirer Date:**

**Please return completed form to**

[churchhallbookings@stmarysdavyhulme.org](mailto:churchhallbookings@stmarysdavyhulme.org)

**Thank you**

**Parish Church of St Mary the Virgin, Davyhulme**

**SAFEGUARDING POLICY**

**PROMOTING A SAFER CHURCH**

The following policy was agreed at the Parochial Church Council (PCC) meeting held in September 2018

In accordance with the Church of England Safeguarding Policy our church is committed to:

* Promoting a safer environment and culture.
* Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
* Responding promptly to every safeguarding concern or allegation.
* Caring pastorally for victims/survivors of abuse and other affected persons.
* Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
* Responding to those that may pose a present risk to others.

The Parish will:

* Create a safe and caring place for all.
* Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
* Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
* Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
* Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
* Listen to and take seriously all those who disclose abuse.
* Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
* Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
* Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
* Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
* Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.