



## ST AIDAN'S CHURCH, LEEDS

### PREMISES BOOKING FORM & TERMS AND CONDITIONS

<b>NAME</b> (Organisation or Individual responsible for hire. For all organisations an individual must also be named)		
<b>ADDRESS HOME OR BUISNESS</b>		
<b>TELEPHONE</b>	<b>HOME/OFFICE:</b>	
	<b>MOBILE:</b>	
<b>EMAIL ADDRESS</b>		
<b>DATE ROOM REQUIRED</b>		
<b>START TIME</b>		
<b>FINISH TIME:</b> (No flexibility can be allowed in opening and closing times. Allowance should be made for setting up and clearing away when you set the times above.)		
<b>PURPOSE OF THE ROOM BOOKING &amp; APPROX NOS</b> (e.g. party, meeting, reception, dance, sale, seminar, buffet, meal, training, lecture, fund-raising event etc.) <b>PLEASE STATE :</b>		
<b>ROOM(S) REQUIRED</b>	<b>TEACHING ROOM</b> [ ]	<b>EQUIPMENT HIRE ]</b>
<b>CHURCH</b> [ ]	<b>CHURCH HALL</b> [ ]	<b>TABLES</b> [ ]
<b>CHAPEL</b> [ ]	<b>KITCHEN AS SERVERY</b> [ ]	<b>CHAIRS</b> [ ]
<b>CHOIR ROOM</b> [ ]	<b>KITCHEN FOR COOKING</b> [ ]	<b>CROCKERY</b> [ ]
	<b>WHOLE PREMISES</b> [ ]	
<b>ADDITIONAL INFORMATION</b>		

Please return booking form to [bookings@staidan-leeds.org.uk](mailto:bookings@staidan-leeds.org.uk) or by hand to Hall Caretaker (preferred)

**I request the hire of facilities detailed above, have read and accept the terms and conditions. I understand that:**

1. *No booking will be confirmed until a completed booking form accepting the terms and conditions and a deposit of 25 % of the total hire cost have been received.*
2. *Payment in full is required at least 14 days before the event to maintain the booking. Cheques payable to St. Aidan's Church Leeds to the Booking Secretary, or request banking details to make BACS /online payment.*
3. *I am responsible for safeguarding children and young people under 18 who use the premises during the period of hire.*
4. ***All or part of my Bond of £100** may be withheld if the terms and condition are not complied with in particular the following reasons; to pay towards any damage to property or equipment, theft of equipment, I do not leave the hall at the time agreed for my booking, do not take away my rubbish, or leave the hall, kitchen and toilets in the clean condition I found it, I or my guest behave in a violent, threatening or aggressive manner, towards any staff member or church representative*

**Please sign here:** \_\_\_\_\_ **date:** \_\_\_\_\_

Booking accepted [ ]	Terms and Conditions read [ ]	Paid Invoice sent [ ]
Bond Received [ ]	Deposit received [ ]	Payment Received [ ]



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### **Booking Rates from November 1<sup>st</sup> 2016:**

#### **Hourly rates**

##### **General hire:**

Hire of hall only: £20 per hour

Hire of hall with use of kitchen as server only: £23 per hour

Hire of hall with full use of the kitchen: £26 per hour

Hire of kitchen only: £15 per hour

##### **Charity/congregation members:**

Hire of hall only £18 per hour

Hire of hall with use of kitchen as server only: £20 per hour

Hire of hall with full use of the kitchen: £23 per hour

Hire of kitchen only: £15 per hour

#### **All day event (10 hours or more):**

##### **General hire:**

Hire of hall only: £200

Hire of hall with use of kitchen as server only: £230

Hire of hall with full use of the kitchen: £260

##### **Charity/congregation members:**

Hire of hall only £170

Hire of hall with use of kitchen as server only: £200

Hire of hall with full use of the kitchen: £230

All day event for hall, kitchen, crypt and church: £250

All day event for hall, kitchen, crypt, church and organ £500.

Hire of Equipment/crockery will be charged according to numbers required.

#### **Bouncy Castles**

An extra charge of £20 applies



## ST AIDAN'S CHURCH, LEEDS PREMISES BOOKING FORM & TERMS AND CONDITIONS

### 1. General Terms

- The booking is for the sole purpose stated on the booking form at the times stated. The booking relates to the room(s) stated and no other.
- No keys to the premises are handed over to any hirer.
- The hirer or their representative (this must be responsible person over the age of 18) must attend for their booking at the agreed time of booking. The premises will not be handed over to anyone not deemed responsible.
- The premises will be vacated at the time stated on the booking form.
- Responsibility for the supervision of or for the conduct of guest at the event is the sole responsibility of the hirer.
- Aggressive and abusive behaviour towards any staff member or church representative will not be tolerated.
- For health & safety reasons the hall is licensed for a maximum of 150 people.
- The hirer confirms that they have inspected the room(s) and that it is/they are suitable for the proposed event. If the hirer puts up any posters or decorations they must be attached with WHITE TACK only, under no circumstances must drawing pins be used. Any decorations or posters must be taken down at the end of the event.
- If any food is being prepared or served, the hirer is responsible for ensuring they have appropriate Food Hygiene Certification.
- The hirer shall indemnify the Church against all claims, demands, actions or proceedings in respect of goods or clothing, or of the deaths or injuries of any persons which shall occur during or arise out of the period of hire, provided that this indemnity shall not apply to any claim, demand, action, or proceedings which arise out of the negligence on the part of the Church, its officers or agents or from any defects of the premises.
- The hirer will be responsible for the cost of making good any damage to the church premises or loss of church property caused by anyone attending the event.
- The hirer is responsible for adhering to the requirements of child protection and adult safeguarding. The hirer is responsible for ensuring sufficient supervision is provided at the event, especially in respect to children's events i.e. birthday parties.
- Sufficient first aiders are to be present at the event.
- The hirer is responsible not to exceed the capacity of the room's licensed numbers.

### 2. KITCHEN FACILITIES

- Access to the servery and the kitchen is strictly forbidden unless it is expressly included in the booking.
- Access to server and kitchen areas is limited to those aged 10 or older, children have to be accompanied at all times by an adult.
- The Kitchen must be left in a clean and tidy condition, any equipment used in the kitchen must be washed, dried and put away. All utensils/crockery must be left clean.
- Any cleaning needed to be done after the event will be charged to the client. Cleaning utensils and materials (including bin bags) are not available, hirers must provide their own.
- If the tea urn or cooker is used, the extractor fan must be switched on.



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#### 3. ROOM PREPARATION AND CLEARING

- The Hirer is responsible for all preparation of the hired room(s) and clearing within the hire time and for ensuring that they have vacated the building at the agreed finishing time. Failure to do so may incur an extra cost or the loss of Bond deposit.
- All rubbish and any goods brought to the building must be removed at the end.
- Waste sacks are not provided and should be supplied by users where required.
- The spaces hired must be left clean and tidy. All floors of rooms used should be swept and mopped if required, by the end of the hire period. Brushes, mops and buckets are available (any special clearance or cleaning may lead to extra charges being applied).

#### 4. CONSUMPTION OF ALCOHOL

- The organiser is responsible for ensuring that they adhere to the rules of a licensed event. Where tickets are being sold for charity or gain, the permission of the licensor is required.
- Permission for the consumption of alcohol must be requested on each occasion at the time of booking.
- A damage deposit bond of £50 (events up to 5 hours) or £100 (events 5 hours or more) is required when alcohol is being consumed or served on the premises.
- **A separate licence from the Local Authority must be obtained if you wish to sell alcohol on the premises. A copy of this must be shown to the Hall Manager before your booking can be finalised.**
- It is your responsibility to ensure that the conditions of any such additional licence are complied with and that notices are displayed at the Hall as appropriate.

#### 5. LIMITATIONS

- You must not allow betting or gambling or the supply, sale or consumption of alcohol without the expressed permission of the booking secretary.
- No use of audio, visual, bouncy castles blowers etc is permitted in the rooms without the expressed permission of the booking secretary.
- Electrical equipment which will be considered for use in the premises must be as supplied by original manufacturer, unmodified, electrically safe and fit for purpose for which it is being used. The use of drum extension cables and block adaptors is prohibited.

#### 6. PERSONAL PROPERTY AND LEFT ITEMS

- No responsibility is accepted for any items brought to or left on the premises. Please take away everything that is brought into the hall for your event. Do not leave anything, including but not limited to uneaten food, personal items, entertainment equipment, bagged or un-bagged rubbish.

#### 7. SMOKING POLICY

- The Church has a no smoking policy therefore smoking on church premises is not permitted.

#### 8. CAR PARK

Car parking availability is NOT guaranteed. It is a private car park and cars are parked at their owners' risk.