

HIRE OF PREMISES: HALL/S BOOKING FORM

Please complete form in BLOCK CAPITALS

Booking Details:

1. Name of Hiring Organisation/Parish Member:
2. Address:
..... Post Code:.....
3. Contact Telephone No(s):
4. Email Address:
5. Period of Hire Required:
.....
6. Premises Required (Please ✓): St John's Halls Ballyclare ☐ Christ Church Hall Ballynure ☐
7. Accommodation Required (eg. Main Hall etc.):
.....
8. Purpose of Hire:

Cost of Hire: £15.00 per session (session is a morning, afternoon or evening). Cheques should be made payable to 'United Parishes of Ballynure & Ballyeaston. Payment in advance should be made through the Church Office in St John's on a monthly basis.

Return completed form to the Parish Office. Please note this booking is provisional until confirmed by the Select Vestry, confirmation will be sent by email/telephone.

Organisations are required to present a **copy of their insurance cover** to the Church Office with their completed booking form. Where children's activities form part of the Organisation's provision, as per Clause 4 of the Hire of Premises : Terms and Conditions, the Hirer must provide **evidence of their own policies relating to safeguarding** and will also be **required to sign the Common Protocol** as per the Church of Ireland's Safeguarding Trust.

In applying for the hire of the above accommodation I/We the undersigned agree to observe and adhere to the attached Terms and Condition.

Name of Organisation (if appropriate):

Signature: **Date:**

Name (Capitals) **Position:**

HIRE OF PREMISES: TERMS AND CONDITIONS

1. All Hirers of the Church Halls of the United Parishes of Christ Church Ballynure and St John's Ballyclare (hereafter referred to as The United Parish) must state the exact purpose for which the accommodation is required as stated on the Hall/s Booking Form Section 7 and the premises may not be used for any other purpose.
2. The premises may not be used (unless specific written consent has been given by the Select Vestry) for any ballots, raffles, lotteries, palmistry or the promotion of any political party.
3. The Hirer must not be benefiting from any form of sponsorship from the alcohol or tobacco industries for the purposes of the hire of the premises.
4. If children's activities are included in the hire, the Hirer must ensure they have implemented and documented their own child protection policy in accordance with the State Guidelines *Children First*. Therefore, organisations are required to provide the documentation set out in the Common Protocol for Churches (leaflets available from Church Office) and sign the appropriate form of approval on an annual basis before the commencement of their hire.
5. All necessary care of the premises and the contents shall be taken by the Hirer. In the event of damage, the Hirer shall pay on demand the expenses of any breakages or damage or other loss in respect thereof whether accidental or otherwise. The Hirer shall not remove any contents owned by the United Parish. The Hirer will leave the accommodation in a tidy, undamaged state, removing all the Hirer's own effects and belongings.
6. Heating, lighting and the fire alarm system are under the control of the Select Vestry and are not to be interfered with by anyone else.
7. The United Parish reserves the right to call for a guarantee, which they consider reasonable, prior to the acceptance of the hire. The United Parish reserve the right to refuse any application for hire without assigning any reason and to cancel any hire already made should any of the terms be broken.
8. The Hirer shall not permit to be done in a premises or the building anything which may reasonably cause annoyance to any other occupiers of the building or neighbouring buildings.
9. The United Parish shall not be liable to the Hirer or any other person for any loss of or damage to any goods or other things that the Hirer or any other person causes to be in the property. The Hirer shall permit The United Parish or its representative or any other person on its behalf at any time to enter the premises for any reason or purpose.
10. The Hirer shall at all times conform with all regulations which may from time to time be imposed by the Select Vestry in regard to the premises or the buildings and/or the contents and/or the other matters referred to herein. This would include where at short notice the church halls are required due to church events such as funerals. The United Parish will endeavour to minimise such occasions, but in necessary circumstances, the Church Office will inform the Hirer in writing or by telephone of dates and times when the property will not be available.
11. The Hirer shall comply with all conditions, regulations and stipulations made or applying in respect of the Premises by the Fire Authority, the local authority or otherwise and shall not do or permit or suffer to be done anything to injure the reputation of The United Parish or to offend against any statute, order or regulations.
12. The Hirer, if a registered member of the United Parish will be covered by the Church's Public Liability Insurance. However, the Church and/or Insurance Broker must be informed regarding any proposed activities which could be deemed to be hazardous or dangerous (e.g. bouncy castles, contact sports etc.). If permitted by the insurer an additional charge maybe levied to cover the additional insurance premium in such cases.

The Hirer, if not a registered member of The United Parish, shall take out Public Liability Insurance in respect of the function with cover of not less than five million pounds sterling from a reliable insurance provider and shall not be entitled to access to the Premises until written confirmation of such insurance has been produced to the satisfaction of the Church's Insurance Broker. The United Parish must be informed regarding any proposed activities which could be deemed to be hazardous or dangerous (e.g. bouncy castles, contact sports etc.).
13. In support of The United Parish's Duty of Care, Health & Safety, and the Church of Ireland Safeguarding Policies, a strict **NO SMOKING POLICY** (cigarettes or e-cigarettes) applies to any area within the Church Property (i.e. halls, entrance area or car-parks). The storage and consumption of alcohol drinks are not permitted within the premises.
14. Due to limited car parking spaces within St John's, car parking should only be used by organisation leaders, church staff or those displaying a disability badge within their vehicle. The Select Vestry cannot accept liability whatsoever for cars parked in their car parks.
15. Payment of the price is a pre-condition of this agreement and access to the premises shall not be permitted until this is done.
16. If the Hirer wishes to cancel the booking before the agreed date of hire The United Parish may retain a deposit. If the Hirer has not paid the balance price within the specified time The United Parish may at their discretion treat the booking as having been cancelled and retain a deposit.
17. The Premises may not be sub-hired and the benefit of this Agreement may not be assigned.
18. If the premises or any part thereof is rendered unfit for the use for which it has been hired
19. The United Parish shall not be liable to the Hirer for any resulting loss, damage or expense whatsoever. The Hirer must comply with all the directions of the select Vestry.