

**Type of Event:**

*(Please give brief description below)*

**HIRE CHARGES**

LARGE HALL, LOUNGE, PRESCHOOL ROOM  
£25 per hour is charged for the use of the large hall, lounge area, preschool room and kitchen. The minimum hire period for a party is 3 hours.

KITCHEN  
£10 for use of the kitchen equipment (cooker etc)  
The hirer agrees to pay for any breakages or damage.

DEPOSIT  
A refundable deposit of £50 is required to secure a booking.

**METHOD OF PAYMENT**

Payment for the hire of the premises and the deposit should be made to the Church Administrator at least 7 days in advance of the date of the event being booked.

Cheques should be made payable to:  
St James Church Centre

**ST JAMES CHURCH CENTRE  
KINGFISHER DRIVE  
SOUTHLAKE  
WOODLEY  
RG5 3LH**

**Special Requirements:**

*(Please indicate any special requirements you have below. These should be discussed and agreed with the Church Administrator when making the booking.)*



**Signed:**

**Name** *(please print):*

**Date:**

**BOOKING FORM  
AND  
CONDITIONS OF HIRE**

Please detach this form, return it to the Church Administrator and keep the conditions of hire for your reference.

Church Contacts for emergencies:  
Chris Clarke – 07743 102832

## Terms and Conditions

Welcome to St James Church Centre and thank you for showing an interest in using our building.

You will be able to collect keys from the Church Administrator at the church office between 9am and 1pm, Monday to Friday. The keys will be either for the front or back door. Please return keys on the same day or as soon as possible after the event by arrangement with the Church Administrator.

The person who hires the premises is responsible for the safety of people and for the safe conduct of activities. Please observe the following:

- Be aware of and follow fire safety procedures at all times
- Make sure everyone knows where the fire extinguishers are and what to do if there is a fire. In the event of an evacuation, assembly point is on grass in front of shops.
- Keep access to fire exits clear at all times
- In the event of an accident, an accident form (located in rack behind kitchen door) must be completed and posted through the letterbox.
- First Aid box is located in rack behind kitchen door.

Whilst on the premises please keep a check on the entrance doors and make sure only those entitled to be in the building are allowed in. Switching on the main porch light will help you in this safety issue.

Please respect the proximity of neighbouring houses and keep noise to a minimum, particularly after 9pm. All functions should finish by 10pm.

Please leave the building in a clean and tidy condition at the end of the hire period.

- Please return all furniture and equipment you may have used to the place where you found it.
- The floors should be swept or hoovered and spillages wiped up immediately. Vacuum cleaners and cleaning materials are stored in the cloakroom area.
- Please check the toilets are flushed before leaving the building.
- The kitchen should be left tidy and clear of all utensils. Cloths can be found under the sink. Crockery, cutlery and other equipment should be washed, dried and returned to the appropriate

cupboard or drawer. Please clean and wipe all surfaces, including the cooker.

- Please remove all remaining food, remembering to check the chiller and freezer.
- Blue bin bags are kept in the cupboard under the sink. Please use these and take the rubbish and recycling away with you. There is a bottle bank in the adjoining car park. Please use this and do not leave glass bottles in the building.

Before leaving the building please make sure that all the fire doors are closed, the windows fastened and external doors are locked. Please also make sure all lights have been switched off and appliances (apart from the chiller and freezer) have been turned off.

Please report any damage or breakages to the Church Administrator (0118 9662568).

Please respect the primary use of the church centre as a place of worship. The worship area at the front of church is out of bounds.

Smoking, alcohol and gambling are not permitted in any part of the building.

The Pre-School lobby, toilet and garden is out of bounds. Please do not use any of the Pre-School equipment, toys or resources. Use of Pre-School tables and chairs is at the discretion of the Pre-School supervisors and must be agreed in advance.

St James Parochial Church Council shall not be responsible for any loss, damage or injury to any person or property arising out of the hiring. The hirer should have their own liability insurance and it is their responsibility to check this with their own household or group insurance.

St James Parochial Church Council reserves the right to

- Cancel any booking on a specific date if the church needs to use the building. As much notice as possible will be given.
- Terminate the contract for a regular booking by giving 3 months' notice in writing to the hirer.

- Refuse a repeat booking.

PLEASE PRINT IN BLOCK CAPITALS

**Name of responsible person:**

**Name of Group/Organisation:**

**Address:**

**Telephone:**

**Email address:**

**Event Date:**

**Event Time:**

**Requirements (hours per room):**

Lounge	
Rear worship area	
Pre-School room	
<b>Total hours</b>	

**Kitchen required**

**Yes/No**

**Total cost of hire (including £50 refundable deposit)**

**£**

I agree to abide by the conditions of hire.  
I agree to cover the costs of damage or breakages during my period of hire.  
I confirm I have liability insurance for this booking.

**Signed:**

**Name:** (please print)

**Date:**