

ST LUKE'S CENTRE - WALMER ROAD - SEAFORD

Application to Hire Facilities

This Application is supplied in duplicate, please complete and sign both, returning **this copy** to the **Booking Secretary: Mr Derek MacGarvie, 1 Princes Close, Kingsmead, Seaford BN25 3SP.**

Tel: 01323 895432

Please retain the second copy and Booking Conditions for your own reference and records.

=====

NAME OF APPLICANT: (Organisation or individual) _____

ADDRESS: _____

POSTCODE : _____ TELEPHONE (incl STD code) _____

MOBILE: _____ E Mail: _____

Person Responsible (if different from above) _____

Date & Time of use:

DATE: _____ FROM: _____ TO: _____

Purpose of Hire: _____

ACCOMMODATION REQUIRED (delete as appropriate)

(a) both halls + kitchen

(b) small hall + kitchen

(c) large hall + kitchen

Approximate number of people attending: _____

Payment: Deposit (if required) £_____ enclosed herewith

Hire Charge: £ _____ enclosed herewith / to follow

A deposit may be required on acceptance of this booking. The hire charge is payable no later than 14 days before the usage date. All payments should be sent to the Booking Secretary - Cheques should be made payable to "**Seaford Parochial Church Council**"

Refund of any deposit, or part thereof will be made after the condition of the premises have been inspected by the caretaker following the hiring.

I HAVE READ AND AGREE TO ABIDE BY THE CONDITIONS SET OUT IN PAGES 2 & 3 OF THIS APPLICATION.

Hirer's Signature: _____ **Date:** _____

Application Approved by : _____ Date: _____

Booking Secretary

CURRENT HIRE RATES: (as at January 2007) per session of 4 - 5 hours

Large and small hall + kitchen £50

Large Hall + kitchen £40

Small Hall + kitchen £30

Normal Hourly Rate (or part thereof) £12.50 (any one part of the facility)

Special Community Hourly Rate £5 (any one part of the facility)

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CONDITIONS OF HIRE

1. All applications for hire of the Hall should be made in writing and signed by a responsible person. If a hiring is cancelled after confirmation, the Hirer may be held responsible for the payment of one third of the hire fee. The Booking Secretary or the Parochial Church Council (PCC) reserve the right to refuse a booking without explanation or to ask for a deposit at their sole discretion.
2. The Hirer is to make arrangements with the caretaker for the collection and return of the Hall keys.
3. The Hirer is to ensure that the premises are used only for the purposes set out in the application. There is to be no subletting. In the case where tables are let to other organisations e.g.; for a tabletop sale, a list of those other organisations will be required by the booking secretary before the date of hire.
4. **The Hirer is responsible for the safety of those attending the event, in particular for the care and protection of any children or young people (in terms of the Children Act 1989). The Parochial Church Council accept no liability for injury to persons or property arising from the use of the premises. Hirers are advised to ensure that they have themselves arranged any necessary insurance cover to meet their obligations as organisers of an event / function.**
5. Any accident or incident which requires first aid or medical treatment is to be noted in the Accident Report Book which hangs on the notice board in the kitchen.
6. Children under the age of 12 years must not use the kitchen facilities.
7. Any deposit, where sought, will be used to rectify any loss or damage resulting from the use of the premises. If there are no such charges, the deposit will be returned when the hall has been inspected after the event. The person in whose name the booking was made will be responsible to make good any loss or damage to the hall or its contents occasioned by that booking.
8. The Hirer must ensure that no excessive noise emanates from the Hall to the annoyance of people living nearby, consideration regarding noise and inconvenience should be given to local residents when parking motor vehicles etc.
9. Money and valuables are brought into the Hall at their owners' risk and the PCC will not accept liability for any loss or damage.
10. Heating or timer controls etc., must not be altered or interfered with in any way.
11. The hours of hire must be strictly adhered to and may only be extended with the express permission of the caretaker.
12. The caretaker or an appointed deputy retains the right of entry to the Hall at all times
13. Before the premises are vacated, they must be left in the condition in which they were found:-
 - (a) *Any tables and chairs which have been moved are to be returned to their original position, and the floors swept.*
 - (b) *Kitchen surfaces and the stove and sinks should be wiped clean after use. The cooker should be turned off. Cupboards and surfaces should be left tidy.*
 - (c) *Hirers should supply their own tea towels, dishcloths, etc.*
 - (d) *All lights, taps and heating and ventilation fans should be turned off.*
 - (e) *Bulky rubbish (boxes and packaging) and glass should not be put in the dustbin but should be disposed of by the hirer.*
 - (f) *Toilets should be flushed and basins left clean. Please remove nappies from the toilet bin and dispose of in the outside dustbin.*
 - (g) *Do not fix anything to the walls or doors without prior approval of the caretaker*
 - (h) *Equipment may only be left in the hall overnight after prior consultation with the caretaker - the hirer will be responsible for insuring any such equipment.*
 - (i) *An inspection of the Hall will be undertaken after each letting. The Hirer will be liable for additional charges if an excessive amount of time is required to clean the Hall after an event.*

14. **Hirers are reminded that smoking is not permitted anywhere in the premises.**

15. **EMERGENCY REQUIREMENTS:** To conform to Fire Safety recommendations:

(a) *The Hirer / users must ensure that the total number of persons present at any one time is restricted to ONE HUNDRED (100).*

(b) ***Hirers are to ensure that they are fully conversant with the location of emergency equipment, i.e. Fire extinguishers, first aid kit and that they know of the location of all emergency exits and that this information is made known to all attending their event / function.***

(c) *When the number of persons present totals from SIXTY (60) upwards to the maximum ONE HUNDRED (100) the exit door (i.e. the front entrance door) must be kept secured in the open position. Encumbrance of Lobby: To facilitate evacuation, the entrance lobby must be kept clear of any obstruction, e.g. baby buggies and the like, at all times.*

(d) *There is no public telephone on the premises; It is suggested that the Hirer carries a mobile telephone for emergency use.*

16. **INTOXICATING LIQUOR** The hall is **not** licensed for the sale of intoxicating liquor. It is the responsibility of individual hirers to apply to the licensing authority for an "Occasional Permission" if intoxicating liquor is to be sold at a function for which the hall has been booked. "Sold" includes meals at which liquor is to be served and for which inclusive charges are to be made. Alcoholic beverages won in raffles and tombola's do not require a licence as long as the container is not opened whilst on the premises. The hirer accepts responsibility for all matters relating to the proper licensing of any sale of intoxicants on the above premises during the period of hire. Enquiries about licensing should be directed to Lewes District Council, Tel: 01273 471600

17 **HEALTH AND SAFETY REQUIREMENTS:** All electrical equipment belonging to the hall is tested annually for electrical safety and displays a 'certified test' sticker. Any electrical equipment which is brought into the hall for use during a period of hire is used at the hirer's risk.. Such equipment which is used regularly should be tested by a local electrical supplier to meet the required safety standard.

18 You will be wholly responsible for satisfying any conditions imposed by any statute regulation, bye-law or otherwise in respect of any performance or other event which you propose to hold on the premises and for obtaining any requisite licence, performing right, copyright or other permission.

IMPORTANT NOTE

By your signature on the 'Application for Hire' form you are deemed to have accepted all of the conditions of hire/let set out above on behalf of yourself and/or your organisation