



**SAINT AUGUSTINE'S
PARISH CENTRE**

SINGLE USE APPLICATION FOR HIRE OF PARISH CENTRE

DETAILS OF HIRER:

<i>Name of Hirer:</i>	
<i>Address:</i>	
<i>Email address:</i>	
<i>Telephone Number:</i>	
<i>Mobile Telephone Number:</i>	

DETAILS OF HIRE:

<i>Description of area(s) required:</i>			
<i>Description of event:</i>			
<i>Approximate numbers attending:</i>			
<i>Date</i>	<i>Start time</i>	<i>Finish time</i>	<i>Purpose</i>

Do you require the use of our Licenced Bar? YES NO

Will food be served at this let? YES NO *To be confirmed by Parish Caterer

Please provide any additional information regarding arrangements or requirements:

*Please state your preference for invoicing POST EMAIL

On behalf of the person/organisation named above I apply for the hire described above subject to the terms and conditions specified overleaf which are hereby accepted.

(Signed)

Date:

FOR OFFICIAL USE

Parish Centre, St. Augustine's Roman Catholic Church A registered Scottish charity number SCO11041 12 Dundyan Road, Coatbridge, ML5 1DQ Telephone 01236 427538 Internet: www.sainttaugustines.org.uk E-mail: hall@staugustinescoatbridge.com VAT Reg. No. 232388901	Hire amount:	
	Date of hire:	
	Date received:	
	Deposit Received?	YES / NO £
	Authorised by:	



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**CHILD PROTECTION/ADULTS AT RISK DECLARATION
AGREEMENT OF LET**

I/the organisation that I represent am/is committed to protecting and safeguarding children, young people and adults at risk.

I/the organisation that I represent have/has a Safeguarding Policy in place and have/has an understanding of it, and undertake(s) to follow the Code of Practice contained therein. A copy of the full policy is attached. If I / my organization has no formal Code of Practice or Safeguarding Policy in place I/we will ensure that I/we will observe all relevant legislation.

All those who are working with children, young people or adults at risk during this Hall Let must be registered with the Protection of Vulnerable Groups (PVG) Scheme, and all volunteers must have a completed PVG form.

I understand that if the organisation I represent is found to be in breach of this Declaration, the Church reserves the right to cancel any leasing or hiring agreement immediately.

I have read and understand the hall conditions to be adopted in case of fire or other emergency.

At the end of the hire I will notify staff at the Parish Centre of any accident involving personal injury.

I am aware that St. Augustine's has a dedicated Safeguarding Officer (Antoinette Parr) who may be contacted at the parish. I understand that it is my responsibility to report any issues relating to Safeguarding to her.

Signature of Responsible Person: **Date:**

Name in full:

ST. AUGUSTINE'S RC CHURCH, COATBRIDGE – PARISH CENTRE
TERMS AND CONDITIONS OF SINGLE-USE HIRE

1. Parties to the Hire

The space reserved overleaf is let by the Parish Priest of St. Augustine's Roman Catholic Church to the hirer named overleaf. The Parish Priest nominates the Hall Manager to act on his behalf to facilitate lets.

2. Payment

Full payment of the hire shall be paid at the time of booking or **at least 28 days before the hire**. Set-up periods are to be included as part of the charge period. Should any payment not be received by the specified date the Hall Manager reserves the right to cancel the booking. Payments may be made by cash or credit/debit card.

3. Returnable Deposit

A returnable deposit of £50 (per let) will be charged in addition to the hire charge. This must be paid **at least 28 days in advance of the hire**. In the event that damage has been caused during a hire this deposit is non-returnable.

4. Cancellation

In the event of cancellation **within 28 day of the hire** any fees already paid are non-refundable. Only the Returnable Deposit will be refunded.

5. Safety

All electrical equipment, displays, staging and other similar items brought in by the hirer shall conform to all relevant regulations of Health & Safety electrical regulations. Connections to be made to the electrical power supply by other than 13 amp fused plugs shall be subject to approval in advance by the Hall Manager. Cables/equipment will not be laid across exit doors or evacuation routes. All doors and corridors within and providing safe means of exit from the hired area shall be kept clear and fire exit signs will be visible at all times. The hirer will ensure that the legal capacity for Halls is not exceeded. The capacity of the Lower Suite is 128 persons. The Upper Suite capacity is 80 persons.

6. Care and Use of Church Property

Use by the hirer of any item of church equipment other than chairs and tables shall be subject to approval in advance by the Hall Manager. The full cost of repairing or replacing any Church property as a result of damage, breakage or removal will be made good by the hirer whether this was caused directly by the hirer or otherwise. Promptly upon completion of the hire all equipment and other items supplied by the hirer shall

be removed from the premises, all items belonging to the Church shall be restored to their original locations, **and all parts of the premises occupied by the hirer shall be left in a clean and tidy condition.**

7. No smoking premises

The hirer acknowledges that all parts of the premises are subject to legislation prohibiting smoking in enclosed spaces, and will take all reasonable steps to ensure compliance with this legislation. Further, the hirer hereby agrees to indemnify the Parish against any fine or penalty which may be imposed as a result of the hire of the premises.

8. Food Safety

It is the responsibility of the hirer to be familiar with and abide by relevant food safety regulations. Detailed information about the regulations may be obtained by contacting the Environmental Services Department of North Lanarkshire Council directly.

9. Fire Safety

The hirer must make him/herself aware of the location of all emergency fire exits in the hall, ensure they are free to open, the position of the fire extinguishers, the alarm call points and the external assembly point to be used in the case of a fire or other emergency. He/she must notify the numbers attending to the Parish Centre staff at the commencement of the hire and be aware of the procedures to be adopted in the case of a fire or other emergency.

In the case of any emergency evacuation he/she must assist in evacuating those in attendance then assist the Parish Centre staff with identifying that all persons have evacuated the premises safely and where this is not the case, assist with identifying those missing and where they were last seen.

In all cases where an evacuation is necessary the premises must **not** be re-occupied until the attending fire officer has agreed **even if it is felt safe to do so.**

9. Miscellaneous Provisions

The level of noise produced during the hire shall be kept to a reasonable volume as determined by the Parish Centre staff. The use of liquor for personal use is at the discretion of the Hall Manager alone. These arrangements may be subject to reasonable corkage charges.

10. Children, Young People & Adults at Risk

In respect of any hire involving work with children or young people, the hirer confirms that they are familiar with the Home Office Code of Practice, *Safe from Harm*, and/or the publication *Protecting Children*, endorsed by the Scottish Office, or a document derived from either of these and approved by an accredited agency, and that they have an understanding of it and undertake to follow the code of practice contained therein to work with children and young people under the age of 16 years. The hirer will be required to sign a Declaration to this effect which includes an undertaking to follow the Code of Practice of the Catholic Church in Scotland. The hirer confirms that all persons working with young people or vulnerable adults will have undergone Advanced Disclosure or PVG checks in accordance with Church's Code of Practice.

11. Liability

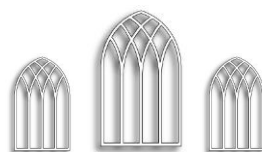
The Parish / Hall Management shall not be liable for any claim for personal injuries to the hirer, any person employed by the hirer, or any member of the public, including any member of any organisation represented by the hirer, attending the event for which the booking is made, nor for any loss or damage of any kind which may arise in consequence of any activities or operations

carried on by the hirer within or adjacent to the premises hired, nor for any claim, proceedings or expenses in respect thereof, except any claims which may arise through the negligence of the Parish / Hall Management solely as the responsible parties of the premises. It shall be the responsibility of the hirer to effect such insurance as they think fit in respect of their use of the premises, and the hirer hereby agrees to indemnify the Parish / Hall Management against any claim in respect of personal injury or damage to property arising from the hire of the premises.

11. Respecting the Religious Ethos of the Premises

The hirer shall make a commitment to respect the Catholic ethos of the premises during the period of the let. It is the responsibility of the hirer and his/her delegated responsible persons to ensure that actions or practices which are gravely inconsistent with, or offensive to, Catholic teaching are prohibited during the entire hire period. Failure to respect the religious ethos of the Parish Centre will result in the cancellation of the hire, at the discretion of the Parish Centre staff.

- Published (rev.) May 2016



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