

From January 2019

APPLICATION FOR HIRE OF ST THOMAS CHURCH HALL



To be delivered to:
The Parish Office, St Thomas Church, St Thomas Street,
Lymington, SO41 9ND
Telephone: 01590 676194
Open to callers in person, Monday to Friday, 9.30am – 11.30am

Charges:

Monday to Saturday

LIMITED KITCHEN £17 per hour or part thereof
(does not include use of cooker, hot cupboard or dishwasher)

FULL KITCHEN £19 per hour or part thereof
(includes use of cooker, hot cupboard and/or dishwasher)

Saturday Bookings Only

A session from 8am to 3pm may be booked
to include setting up from 6pm to 9pm on Friday (no separate fee)
£112 (limited kitchen) **£124** (full kitchen)
NB The hall must be vacated at 3pm. If you need more time
please book additional hours at £17/£19 per hour.

Sundays by arrangement

NB: only the electrical equipment provided may be used

ORGANISATION..... (BLOCK CAPITALS PLEASE)

PURPOSE FOR WHICH HALL IS REQUIRED.....

DATE(S) HALL REQUIRED..... (BLOCK CAPITALS PLEASE)

TIME HALL REQUIRED..... to

FOR SATURDAY SALES BOOKINGS ONLY PLEASE INDICATE IF YOU REQUIRE

FRIDAY EVENING SETTING-UP TIME YES / NO

PLEASE INDICATE WHETHER YOU REQUIRE: LIMITED KITCHEN.....FULL KITCHEN.....

INVOICE ADDRESS

POST CODE TELEPHONE

CONTACT NAME

I acknowledge that I have received a copy of the *Terms and Conditions for the use of St Thomas Church Hall and agree to abide by them. (See separate sheet)*

SIGNATURE..... DATE.....

TERMS AND CONDITIONS FOR THE USE OF ST THOMAS CHURCH HALL

APPLICATION FORM: A signed application form is required for each event. However, in the case of weekly or regular bookings one form at the beginning of each calendar year is sufficient.

SATURDAY DEPOSIT: A non-returnable deposit of half the total fee is required, upon receipt of invoice, for any Saturday 8am booking.

HALL DEPOSIT REQUIRED WHEN COLLECTING KEY: For all bookings, a deposit of £25 is required, to be returned to the hirer on return of the hall key to the Parish Office and the hall being left in a satisfactory condition.

PAYMENT: Outstanding fees and deposit must be paid at or by the time of key collection. Cheques, made payable to *St Thomas Hall*, should be delivered to the Parish Administrator at the Parish Office. Receipts will be issued only on request.

HALL KEY COLLECTION: The hall key is available for collection in person from the Parish Office on the nearest working day between 9.30am and 11.30am Monday to Friday, and should be returned the next working day.

CANCELLATION OF BOOKING: Notice of cancellation by a hirer should be given at the earliest opportunity. On rare occasions, a church function may clash with a regular or advance booking; should this occur, the church function will take priority and any payments made will be reimbursed in full.

NUMBERS: The number of people in the Hall *must not exceed* 200, or 150 seated.

TABLES & CHAIRS: Hirers may put these out as required for their events, but afterwards must put them back where they found them! Chairs should be stacked no more than *two* high in the hall, and no more than *six* high in the storeroom.

DISHWASHER: A hall committee member will need to show hirers how to use the dishwasher. There may be a charge. Telephone numbers available at the parish office. (Full kitchen hire only)

LOOP SYSTEM: Now available. Please contact a member of the hall committee if required. Also if you wish to use the microphone only.

SMOKING: It is against the law to smoke in the church hall.

ALCOHOL: The St Thomas Hall Premises Licence (no.003) does not allow the sale of alcohol, either directly or indirectly, indirectly meaning, for example, that the sale of alcohol may not be included in the price of the entry ticket to an event, through raffle tickets, donations etc. (See over page regarding Temporary Event Notices).

RUBBISH : Please note that *all rubbish must be removed from the site*. Hirers should leave the hall as they would expect to find it.

TEA TOWELS are not supplied. **NOTICES, DECORATIONS** etc must *not* be attached to walls, ceilings or windows. It would be much appreciated if **STILETTO HEELED** shoes are not worn.

SECURITY: The premises must be left secure: *cooker, warming oven, dishwasher, immersion and water heaters off; heating system off; doors and windows locked; lights out.*

FIRE PRECAUTIONS: Hirers are responsible for observing fire precautions and must make themselves familiar with the locations of appliances, and of fire exits, which must not be obstructed.

FIRST AID: A First Aid Box is in the kitchen, together with copies of the form that must be completed in case of an accident. Please follow the instructions on the form and return to the Parish Office.

Please remember: Full or Limited Kitchen – only the electrical equipment provided may be used.
Limited Kitchen – cooker / hot cupboard / dishwasher **must not be used.**

RESPONSIBILITIES OF HIRERS:

Hirers are reminded of their responsibilities under Health & Safety legislation and Food & Hygiene Regulations. They should familiarise themselves with the Health & Safety Policy Document displayed in the Hall Kitchen, with special reference to C1 Page 4, C3 paragraphs 4 and 5 Page 5, C10 Page 7 and Appendix Two Page 12.

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of hirers to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers are required to provide details on an Accident Record Form of any accident or incident occurring during their occupation of the premises, which did or could give rise to injury or illness, as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event.

Hirers are required to make their own safeguarding arrangements if working with children or vulnerable adults; hirers are legally liable.

The St Thomas Hall Premises Licence (No.003) does not allow the sale of alcohol either directly or indirectly (see previous page). However, the hirer may obtain a Temporary Event Notice (TEN) from the NFDC, the Licensing Authority. The TEN would allow the sale of alcohol, directly or indirectly, indirectly meaning, for example, including the sale of alcohol in the price of tickets, the sale of raffle tickets, donations etc. It is the responsibility of the hirer to obtain advice from the Licensing Authority who would provide the necessary form. There would be a charge. The hirer must also inform the Parish Administrator if (s)he intends to apply for a TEN; only a limited number of TENs may be issued to any premises during the course of a year therefore TENs issued need to be monitored and recorded.

The Vicar and Churchwardens do not accept responsibility for any loss of or damage to the goods of the hirer, or of third parties, on the premises.

Fees, timings and dates are subject to change at the discretion of the Hall Committee.

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