



St Augustine's Catholic Church Upper Room booking form

Hirer's details

name

address

email

phone number

Booking details

date required

time required from to

purpose of booking

approximate
number attending

*A surety of £50 is required as well as the cost of the booking (£20 per hour, minimum 3 hours). Please deliver these to the Booking Manager as 2 separate cheques payable to **St Augustine's Catholic Church**.*

Terms and conditions of hire accompany this form.

I have read and agree to abide by the terms and conditions of hire, and understand that any misstatement or misrepresentation will invalidate this booking. A week before the booking I will contact the Parish Priest and arrange dates to collect and return a key for the Upper Room.

Signed

date

Please submit the form and cheques to the Booking Manager and keep a copy for yourself.

Booking Manager: Mrs Trina Richards, Marsh Green House, Bassetbury Lane, High Wycombe HP11 1QY.

☎ 07851 415367 ✉ trinar@btinternet.com

Parish Priest: 24 Amersham Hill, High Wycombe, HP13 6NZ. ☎ 01494 523969.

Booking reference

St Augustine's Upper Room booking conditions

Booking Conditions

1. Booking - £20 per hour (to include set-up and clearing up time). A minimum charge of £60 will apply to all bookings.
2. The booking fee is to be paid by cheque, not cash. Cheques should be made out to
3. *St Augustine's Catholic Church*.
4. A surety of £50 against breakages/damage will be paid when booking.
5. The booking must be made on a booking form provided by the Manager and confirmed by the Manager. The process may be completed by email.

Propriety

6. The hirer must not use the premises for any unlawful purpose or any purpose likely to damage the reputation of the Church, nor do anything or bring on to the premises anything which may endanger the same or any insurance policy in respect thereof.
7. The hirer will ensure that all those using the premises will conduct themselves responsibly when inside or outside the building.
8. The hirer shall ensure that neither they nor any of their visitors or guests shall cause any nuisance to the owners or occupiers of adjoining or adjacent properties in any way. In particular dancing and amplified music are expressly prohibited without the prior approval of the Manager.
9. No posters, labels or notices are to be pinned or stuck by blue tack, sellotape or other means to the walls.
10. The sound system in the upper room must not be used without the prior permission of the Manager.

Health & safety

11. The hirer shall ensure that all precautions are taken to prevent the occurrence of a fire due to any items brought onto the premises or use of equipment as a result of the booking.
12. Under no circumstances may flammable liquids or gases be brought onto the premises.
13. The hirer is responsible for ensuring that fire exits from the premises are kept clear at all times during the period of the booking.
14. The premises are non-smoking. The hirer must remove any cigarette stubs, rubbish or ash from outside the premises caused by their visitors or guests smoking outside the building.
15. The hirer shall be responsible for the supervision of the premises and contents during the hire. The hirer shall also be responsible for the behaviour of all persons entering or using the premises.
16. The hirer is responsible for undertaking sufficient risk assessments for their activities on the premises and the provision of adequate first aid personnel and equipment in the event of any accident. The hirer is responsible for familiarising themselves with the fire safety and evacuation procedures of the premises and for ensuring that their group are aware of these procedures. See the *St Augustine's Fire Plan* at the end of these booking conditions. Particular care should be taken of any disabled members of the party as the lift may not be available.
17. The hirer must advise the Manager immediately of any accident involving injury to any person or damage to property arising out of the hire of the premises.
18. The hirer will ensure that the number of persons on the whole of the premises during the period of the hire shall not exceed one hundred (100).

Clearing up

19. At the end of the hire period, the hirer shall remove from the premises all goods and equipment the hirer has brought onto the premises. The hirer shall also replace in their usual positions any chairs, tables and equipment being the property of the Church used or moved during the period of the hire.
20. The hirer shall be responsible for leaving the premises clean and free from litter, turning off all lights, electrical equipment and taps and properly securing the doors.
21. The hirer shall remove from the premise all litter resulting from the hire. This will include nappies and any other biological material. The church does not have a licence to dispose of such waste.

Kitchen

22. The kitchen and its cooking facilities/equipment, crockery and cutlery are available for use by the hirer. Any of these used by the hirer must be cleaned and replaced ready for use by the next hirer by the end of the hire period.
23. Towels, dishcloths, paper towels etc must be provided by the hirer. Those in place in the kitchen are for the sole use of the Church community..
24. The kitchen floor and surfaces must be left clean and ready for use by the next hirer. The cleaning equipment provided may be used for this purpose.
25. Children are not allowed in the kitchen unless supervised by an adult.
26. No food or other items are to be stored in the kitchen without the prior agreement of the Manager.
27. The kitchen shutter must be kept closed when not in use and closed at the end of the hire period.

Storage

28. No goods or equipment are to be stored in the Upper Room or associated storage facilities without the prior agreement of the Manager.
29. Regular users may be allocated storage space by the Manager if available. Any items stored elsewhere without the prior permission of the Manager will be disposed of.
30. Any goods or equipment left in the Upper Room after a hire without prior agreement with the Manager will be subject to immediate disposal.

Use of the lift

31. The lift may be used to access the Upper Room. The lift must be used in accordance with its operational instructions
32. The lift must not be used to move large goods without the prior permission of the Manager
33. The hirer must not enter the church from the lift foyer without the prior permission of the Parish Priest.

Liabilities/Rights

34. The Church, its servants, agents and employees shall not be liable for any loss, damage to or theft from any vehicle, equipment or personal effects brought onto or left on the premises by the hirer or by any person acting on their behalf or by any of their visitors/guests.
35. The hirer shall be responsible for any and all licences required for any activities undertaken within the hire. The hirer must advise the Manager of the activities requiring a licence. The Manager reserves the right to refuse the use of the premises for any purpose not in accordance with the wishes of the Church.
36. The hirer shall be responsible for the payment of any royalties for the performance of copyright music to the Performing Rights Society.
37. The hirer shall ensure that any electrical equipment brought by them or any person acting on their behalf and used there shall be safe , in good working order, fully compliant with all current regulations and used in a safe manner
38. The hirer shall ensure that any activities for children shall comply with current legislation and that they are arranged and monitored by a proper number of appropriate people.

Church's Rights

39. The Manager and Parish Priest reserve the right to enter the premises without notice at any time during the hiring period for the purposes of examining the premises.
40. If for any reason during a hiring period the premises are not capable of being used for the purposes stated in the booking agreement due to causes beyond the reasonable control of the Church then the Church will repay any monies already paid in respect of the hire. The Church will be under no other liability whatsoever.
41. The Church reserves the right to amend these conditions of hire and hire charges without prior notice.

St Augustine's Fire Plan

If You Discover a Fire

Raise the alarm in a loud voice and activate the nearest Fire Alarm call point.

Evacuate the building.

Use the nearest safe exit point.

Do not use the lift.

Do not stop to collect personal belongings.

Close all doors en route.

Make your way to the Assembly Point in the Car Park.

Call the Fire Service. Dial 999 and give the correct address:
St **Augustine's** Church, 24 Amersham Hill, High Wycombe, HP13 6NZ.

Clear the area in front of the church of cars. Have someone direct those cars to leave and go *downhill* in order to empty the area as quickly as possible for the Fire Service.

Only tackle the fire if it is safe to do so
and you are confident with using the appropriate fire extinguisher.