



St Augustine's Catholic Church Upper Room booking form

Hirer's details

Name

Address

email

phone number

Booking details

date required from to

time required

purpose of
booking

approximate
number attending

*A surety of £50 is required as well as the cost of the booking (£25 per hour, minimum 3 hours).
Please deliver form and payment to the Parish Priest cheques payable to St Augustine's Catholic
Church. **The surety will be withheld if our terms are not kept.***

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 payment to the Parish Priest as below, and keep a copy for yourself.
Parish Priest: 24 Amersham Hill, High Wycombe, HP13 6NZ. ☎ 01494 523969.
parish.staugustinehw@northamptondiocese.org*

Booking reference

*St Augustine's Catholic Church is part of the Roman Catholic Diocese of Northampton Trust Registered
Charity number 234091*

PLEASE READ AND RETAIN THE FOLLOWING THREE PAGES

St Augustine's Upper Room booking conditions

Booking Conditions

1. Booking - £25 per hour (to include set-up and clearing up time). A minimum charge of £75 will apply to all bookings.
2. The booking fee is to be paid by cheque or cash at the time of booking (?). Cheques should be made payable to *St Augustine's Catholic Church*.
3. A surety deposit of £50 against breakages/damage will be paid when booking. This needs to be paid in cash.
4. The booking must be made on a booking form provided by the Parish Priest The process may be completed by email.

Propriety

5. The hirer/other user 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.
6. The hirer/other user will ensure that all those using the premises will conduct themselves responsibly when inside or outside the building.
7. The hirer/other user 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 Parish Priest.
8. No posters, labels or notices are to be pinned or stuck by any means to the walls.
9. The sound system in the upper room must not be used without the prior permission of the Parish Priest

Health & safety

10. The hirer/other user 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.
11. Under no circumstances may flammable liquids or gases be brought onto the premises.
12. The hirer/other user are responsible for ensuring that fire exits from the premises are kept clear at all times during the period of the booking.
13. The premises are non-smoking. The hirer/other user must remove, before returning keys, any cigarette stubs, rubbish or ash from outside the premises caused by their visitors or guests smoking outside the building.
14. The hirer/other user shall be responsible for the supervision of the premises and contents during the hire. They shall also be responsible for the behaviour of all persons entering or using the premises.
15. The hirer/other user are 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/other user 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.
16. The hirer/other user must advise the Parish Priest immediately of any accident involving injury to any person or damage to property arising out of the hire of the premises.
17. The hirer/other user will ensure that the number of persons on the whole of the premises during the period of the hire/use shall not exceed one hundred (100).

Heating

18. The heating during the winter is controlled from the Sacristy. Please do not adjust any of the controls in the Upper Room or switch off individual fan heaters or turn down radiators. There is a fan heater switch just inside the door which will turn off all the fan heaters, but it must be switched on again before you leave.

Clearing up

19. **At the end of the hire period, the hirer/other user shall remove from the premises all goods and equipment the hirer/user has brought onto the premises.** The hirer/user 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/use. (Chairs to be stacked no higher than 6 chairs, neatly away from the wall & windows, tables again in a neat line away from the wall & windows and not in front of any exits.)
20. The hirer/user 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. There is a Hoover and dustpan-and-brush in the cupboard accessed from the disabled toilet which are to be used to sweep up any crumbs or small debris, including from the landing and staircase carpets. Hirers/users are to pay particular attention to lights and taps being turned off.
21. The hirer/user 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/other user. Any of these used by the hirer/other user must be cleaned and replaced ready for use by the next hirer/user by the end of the hire/use period.
23. Towels, dishcloths, coffee/tea, paper towels etc. must be provided by the hirer/other user. 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/user. The cleaning equipment provided may be used for this purpose. Mops-and-buckets are labelled for separate use in the kitchen and toilets.
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 Parish priest. Please do not leave unconsumed food, milk etc in the fridge

Storage

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

Use of the lift

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

Liabilities/Rights

33. 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/other user or by any person acting on their behalf or by any of their visitors/guests.
34. The hirer/other user shall be responsible for any and all licences required for any activities undertaken within the hire. The hirer/other user must advise the Parish priest. of the activities requiring a licence. The Parish priest. reserves the right to refuse the use of the premises for any purpose not in accordance with the wishes of the Church.
35. The hirer/other user shall be responsible for the payment of any royalties for the performance of copyright music to the Performing Rights Society.

36. The hirer/other user 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
37. The hirer/other user 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

38. The Parish Priest reserves the right to enter the premises without notice at any time during the hiring period for the purposes of examining the premises.
39. If for any reason during a hiring/other use 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.
40. Failure to comply with these conditions, may result in your use of the Upper Room being curtailed.
41. The Church reserves the right to amend these conditions of hire and hire charges without prior notice.

Data Protection.

42. Personal data provided on this form by or on behalf of the hirer will be retained and processed by the Parish solely for purposes connected with the hall booking, including communicating by e-mail with the hirer about the booking. It will not be retained after the booked event has taken place save for such time as may be necessary to resolve any queries or forfeitures/refunds. Personal data is processed by the parish, as part of the Diocese of Northampton (which is the Data Controller) in accordance with the privacy Notice on the diocesan website at <https://northamptondiocese.org/privacy-and-cookies/>, to which you are referred for information about your rights

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. Be aware of where the external fire escape is and how to open the door to it.

- 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. Fire extinguishers are (1) at the far end of the room on the left, (2) just outside the kitchen serving hatch, (3) in the kitchen, and (4) in the lobby just outside the kitchen.