

MORPETH PARISH ROOM AND CHURCH HIRE



Parish Office - St Aidan's Church, Shields Road, Stobhill, Morpeth.
NE61 2SA

Tel: 01670 503326

BOOKING REQUESTED FOR.....

(please state which church /room you wish to hire)

Organisation		
What does organisation do/function?		
Will the booking be one off / regular weekly / fortnightly / monthly (delete as appropriate)		
Name/Position in organisation <small>(Please inform any change in details)</small>		
Address:		Telephone/email contact: Daytime: Evening: Email:
Date / Day Booked:		
Time:		
Cost @ £16 per hour (regular bookings £13p/h)		
Is the organisation insured for the proposed activities? YES / NO If Yes, name of Insurer..... Amount of liability covered £..... Insurance Policy No..... (copy to be given to Parish Office) Any individuals hiring the premises for a private function, should check with their household insurers to ensure that the public liability cover would extend to include the organising of such an event.		
Bookings will not be accepted for those working with children unless the organisation has such a policy or adopts and implements the Parish Safeguarding Policy. Are those leading the activity properly checked in relation to working with children/young people and adults at risk, including DBS checks, etc? YES / NO		
Does the organisation sell food (other than light refreshments) YES / NO Are those preparing food qualified under the Health and Hygiene Legislation? YES / NO		
Particular conditions of hire	•£10 deposit for hall key which will be returned to you on safe return of key to Parish Office.	
	Receipt No.	Date Paid:

At least 1 week's notice of cancellation of booking required or the fee will be charged as booked.
Cheques payable to "MORPETH PCC"

CONDITIONS OF HIRE OVERLEAF MUST BE READ AND SIGNED

Conditions of Hire

- 1) The Diocesan Safeguarding Officer has advised that in order to comply with our insurance, **regular hall users** engaging in meetings or activities involving children, should have a Safeguarding Policy in place, a copy of which must be lodged in the Parish Office. All leaders **must** have clearance from the Disclosure and Barring Service. Further information can be obtained from the Parish Office.
- 2) Anyone hiring the hall must comply with the diocesan guidelines for health and safety and also the Morpeth Parish Health and Safety and Safeguarding Policies. **Regular hall users** are responsible for up-to-date, comprehensive risk assessments, copies of which should be available on request.
Any Health and Safety or Safeguarding concerns MUST be reported to the Parish Office.
- 3) The leaders/hirers should also take responsibility for checking the hall before anyone enters.
- 4) If music is used it is the hirer's responsibility to arrange the necessary copyright/performing rights licence.
- 5) Morpeth PCC accept no responsibility for items left in the hall – any items found will be held for 4 weeks in the Parish Office.
- 6) There is a first aid box and an accident book at each site. Please check their location and advise the Parish Office as soon as possible if you have had to use either of these during your session.
- 7) Please use our car park if possible.
- 8) Please leave the hall and the kitchen as you would wish to find it.
- 9) Hirers are responsible for moving tables & chairs as required, and replacing them before leaving.
- 10) Please put rubbish in a black bin liner and take it away with you, unless agreed otherwise.
- 11) On leaving the building, switch off lights, water heaters and any appliances, close windows and doors and ensure outside door is securely locked. If you are hiring on a one-off basis and have been given a key, please hand in to the Parish Office or post through Parish Office post box after you have locked up following your event.

Please note that while Morpeth Parish make every effort to ensure the safety of all who use its premises, your organisation will be solely responsible for both premises and personnel, and any activities, during the hire of the hall.

Please sign both copies as acceptance of Conditions of Hire and return one copy to the Parish Office.

Signed.....Date.....