**BOOKING FORM**

Christ Church Barnet (Reg. Charity 1129436) & Pennefather Memorial Hall (Reg. Charity 251573)

*St Albans Road, Barnet EN5 4LA 020 8449 0832*

*premises@ccbarnet.org.uk*

*ccbarnet.org.uk/hallhire*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Organisation (Hirer)** |  | | |
| **Address & Postcode** |  | | |
| **Email** |  | | |
| **Telephone No** |  | | |
| **Purpose of hire** |  | | |
| **Rooms required**  **(Please include kitchen if you require use for serving refreshments)** |  | | |
| **Date required** |  | **Times (including set up/clearing away)** |  |
| **Numbers attending** |  | **Hire Charge** | **£** |
| **Equipment required (tables/chairs etc)** |  | | |
| **I/We accept and agree Terms & Conditions of HIre** | ***Please Sign, Date & Print*** | | |

**HIRE COSTS**

*Rooms are not available for hire on Sundays  
We charge a 10% Winter surcharge to cover additional heating/lighting costs, 1st October – 30th April. This will be added to the hire cost below as appropriate.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Hourly Rates** | **Weekday** | **Saturday** | |
| **Before 6pm** | **After 6pm** |
| **Hall** | **£30** | **£38** | **£43** |
| **Lounge** | **£28** | **£33** | **£38** |

Please return form to Christ Church, St. Albans Road EN5 4LA  
We will email you an invoice for payment, or you can pay by BACS   
BACS Account Details:  
CAF, Pennefather Memorial Hall Bank, Sort Code 40-52-40, A/C 00035690  
Your booking is confirmed once payment is received

**BOOKING TERMS & CONDITIONS**

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***Christ Church is a Christian Church*** *and activities inconsistent with the church Ethos Statement (see ccbarnet.org.uk) are not permitted. We reserve the right to refuse bookings without reason.*

***CONDITIONS OF HIRE***

* **Booking times** must be adhered to and include setting up/clearing away. If the hire overruns, we will charge accordingly.
* **Cancellations** Please provide at least 7 days’ notice of cancellation. The Pennefather Hall Trust (PHT) may at its discretion, refund the fees but shall be under no obligation to do so. If the PFT needs to cancel in exceptional circumstances, any fees paid will be refunded.
* **Smoking** There is a no smoking policy throughout the building and grounds.
* **Alcohol** Wine & beer are permitted, but not spirits.
* **Safeguarding** is the responsibility of the Hirer.
* **Health & Safety.** You will receive a copy of our Health & Safety Policy and Fire evacuation procedures, please familiarise yourself with this information. This information can also be found in the Fire Log Book in the corridor outside the office. Please ensure you keep exits,passages & doorways clear of rubbish or obstructions
* **First Aid Box & Accident book** are located above the freezer outside the office. Accidents should be reported in the accident book and to the Premises Manager/Office.
* **Soft Shoes** should be worn in the hall for games/similar activities.
* We are in a residential area, **please be courteous** to our neighbours and keep noise to a minimum. Low level amplified music is allowed.
* You are responsible for **safety and security**, protection of the fabric and contents for damage, and the behaviour of those you’ve invited into the building.
* You do not have exclusive use of the building, please be considerate of any other users.
* If any issues arise during your booking, and there are no CCB staff on site then please call the Premises Manager on 07961 377445.

**Before you leave**

* Please put any rubbish that can’t be recycled in black sacks and place in bin behind the Open Door. Please use the correct recycling bins and food waste bin as appropriate.
* Please leave the rooms as you would like to find them! If you move furniture, please return it to where you found it. **If we have to clean after your hire, this will be charged at twice the room hire rate.**
* Please report any breakages, damages or concerns to the Premises Manager or Church Office.

***THE SMALL PRINT***

***GENERAL***

1. *The Hirer shall indemnify the PHT, its officers and employees in respect of the cost of repair of any damage done to any part of the building or its contents during or as a result of a booking (including any loss of income arising from the damage) and in respect of any liability to third parties or otherwise arising out of the use of the building pursuant to the booking.*
2. *The Hirer acknowledges that no tenancy is intended to be created between the*

*Trustees and the Hirer and no relationship of landlord and tenant exists between them.*

1. *The Hirer shall not sub-let or use the premises for any unlawful purpose or in any*

*unlawful way or do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.*

1. *Fire safety is best achieved by prevention: no smoking, no naked flame (except birthday candles), no indoor fireworks, no portable BBQ or any kind including bottled gas, are permitted in the buildings. Keep exits, passages & doorways clear of rubbish or obstructions.*
2. *The Hirer shall not interfere in any way with the electrical equipment of the building.*

***ORGANISATIONS/REGULAR HIRERS***

1. *Organisations must ensure that appropriate third-party liability insurance exists for a minimum level of £5 million. The PHT accepts no liability for accidents, injuries, damage and/or loss of personal property because of using the building. You may be asked to disclose their insurance cover to verify this.*
2. *Organisations shall obtain any Local Authority or other licenses necessary, other than those already held by the Trustees, and shall be responsible for the observance of all regulations imposed by the local authority, fire authority or otherwise.*
3. *Organisations shall, if selling goods on the premises, comply with all the relevant fair*

*trading laws and local codes of practice*

1. *If preparing, serving or selling food, please follow all relevant food health and hygiene legislation and regulations.*