

COMPLETE & KEEP FOR REFERENCE

Application Made for Booking

Room	Tick	Time From	Time To
Main Hall			
Small Room			
Kitchen – full cooking facilities			
Kitchen – Partial facilities			

Date of Booking _____

Drinks Licence to be applied for by

(Please put name in BLOCK CAPITALS)

Performance Licence to be applied for by

(Please put name in BLOCK CAPITALS)

Please return the application form to the Bookings Secretary.

Email: office@stalkmundsduffield.co.uk

St Alkmund's Church Office, Parish Hall, Church Drive, Duffield, Belper.
DE56 4BA. Telephone 01332 840536



DUFFIELD CHURCH HALL

By St Alkmund's Parish Church, Church Drive,
Off Makeney Road, Duffield, Belper DE56 4BA

Tel 01332 840536

Email – office@stalkmundsduffield.co.uk

BOOKING FORM AND TERMS & CONDITIONS OF HIRE

The Hall is licensed for Public Entertainment and is available for Children's Parties, Celebrations, Classes, Fund-Raising Events, Public Meetings, Concerts and Club Meetings.

Please contact the Bookings Secretary to discuss your proposed event.

1. Charges per hour

Room	Mon-Fri 9-6pm	Mon – Fri 6pm -11.30pm	Sat & Sundays
Main Hall	£9.10 per hr	£11.90 per hr (or £14.00 for just an hour)	£16.75
Kitchen – full Cooking Use	£34.95	£34.95	£34.95
Kitchen – Partial use (hot drinks, fridge, washing up)	£7.02	£7.02	£7.02

NB: The Maximum Number of persons permitted in the building is 150.

SMOKING IS NOT PERMITTED ON THE PREMISES.

- Half of the hiring costs, non-returnable are to be paid at the time of booking with the remainder paid 1 week in advance if hiring.
- The hirer is responsible for any loss or damage arising out of the hiring.
- No fixtures, fittings or posters are to be attached to any surface of the hall without authority.
- Rubbish and recycling arising from the hiring is to be taken away from the premises by the hirer if the appropriate bin is more than half full. Any property of the hirer may only be left on the premises by prior agreement with the secretary.**

6. The hirer shall be deemed to be in charge and responsible for the conduct of persons using the hall under a hiring agreement. The hirer shall be present at all times and responsible for the use of the premises.
7. The hirer shall be responsible for the security of the premises. He/she shall ensure that all doors and windows are locked when vacating and return the keys to the secretary, if this has been agreed.



8. Hirers shall familiarise themselves with the position and method of operation of the fire extinguishers and of the exit doors. The exit doors should be unbolted before a booking and bolted again afterwards. In an emergency, the necessary services shall be informed and the secretary informed as soon as practicable.
9. **To comply with Food Safety Regulations any hirer intending to supply food or refreshments should ensure that this is carried out by persons suitably trained in the preparation and provision of food. The hirer should also ensure that food handlers practise good hygiene and are not suffering from any infectious illnesses. Food Hygiene Kitchen instructions are available on the Parish Hall page of the Church website.** No food or drink shall be left out at the end of the hiring. The refrigerator is to be used for food only. Please do not alter the refrigerator temperature settings. Wine is to be cooled in cold water using the buckets provided. Hirer to supply own tea towels and cooking knives if required. All cupboard doors and Kitchen Door is to be closed before leaving the premises.
10. Tables, furniture and kitchen, particularly the cooker if used, must be left clean and every item put away as found and the floors swept clear. All spillages must be cleaned up immediately using water with mop and bucket if necessary and dried with paper towelling from the kitchen. No unauthorised cleaning agents are to be used. A list of the approved agents can be found in the kitchen. No other cleaning agents or substances bearing hazard warnings are to be brought in to the hall.

11. No drunken or disorderly person shall be permitted to enter or remain on the premises.
12. No unlawful games shall be permitted.
13. The hirer shall obtain and pay for any necessary licenses or permissions in respect of the sale of intoxicating liquor or the performance of any play or music and the use of copyright material and shall state on the application form, if such licences or permissions are to be obtained, the name of the applicants.
14. Any damage to the building, any loss or damage to any of its contents and any irregular occurrence arising during a letting shall be reported as soon as is practicable to the Secretary, at the address overleaf. Serious accidents leading to death or injury connected with work on the premises will be reported to RIDDOR by the Secretary.
15. If, during a letting, any of the facilities provided becomes faulty, for example, if an electric light should fail, this should be reported as soon as is practicable to the Secretary. There is also a log book for the reporting of failures, accidents or incidents in the store cupboard marked 'No Exit' in the entry porch.
16. Although the management will endeavour to provide assistance to ensure general health and safety of all users, it is the responsibility of external organisers of events to undertake their own risk assessments and provide appropriately trained staff to run their events. In normal circumstances an authorised member of the church should be present when external organisations arrive at/depart from the building. If a separate arrangement has been agreed with a member of the management, then the organiser will be advised by that person what to do to avoid **lone worker issues**. A Signature to the booking will apply to all subsequent bookings whether or not a further form is completed and signed.
17. Those hiring church buildings for repeated sessions (i.e. not one-off sessions) should have their own Safeguarding Procedures relating to their particular organisation, only if the use of the building is going to be for Regulated Activity (as defined on the DBS official Government website). If you are not providing Regulated Activity, or are hiring for a single session only, then this hire arrangement includes a requirement that the hirer refers to the Diocesan Safeguarding Procedures and Practice Guidance (PPPG) before the scheduled event. The PPPG can be found on the Diocese of Derby Safeguarding page of the website.
18. The hall is subject to a Risk Assessment carried out by our staff. Hirers of the hall do so at their own risk and are advised to carry out a risk assessment appropriate to the proposed activities

