

## Booking Charges

### Occasional Bookings: £21 per hour

Occasional bookings include small parties, birthday teas etc. They offer use of the Main Hall, Small Hall, Kitchen and Narthex.

### Regular Bookings: £16 an hour

**Anyone affiliated to the church is eligible for a discount of £2.50 an hour for any voluntary group hiring.**

### Oasis Room: £11 per hour

This can be booked independently as a small meeting room (maximum 6 people) or for counselling.

**We reserve the right to charge a one-off Winter Supplement of £20 for extra heating costs for those on discounted rates.**

**A 15 minute setting up and clearing away, before and after use of the hall, is allowed free of charge.**

**KEY DEPOSIT: £10**

**RETURNABLE DEPOSIT: £25**

Please note, in all cases a booking form must be completed and a returnable deposit of £25 will be charged to cover for breakages, damage or cleaning charges. Regular Hirers must show us a copy of their insurance.

If you agree to the Conditions of Hire on the final page of this leaflet, please get in touch with us with any questions or to discuss your requirements.

**Church Wardens:** Brenda Davies and Margaret Walker

If you wish to book a room, please contact David Hewlett.

Email: [wardens@stgeorgeowlsmoor.org.uk](mailto:wardens@stgeorgeowlsmoor.org.uk)      Mobile: 07720 663428

[david.hewlett@talktalk.net](mailto:david.hewlett@talktalk.net).      Mobile: 07503 042285



## Conditions of Hire – please read carefully

**SMOKING AND VAPING ARE NOT PERMITTED** IN ANY PART OF THE BUILDING OR GROUNDS

**Contacts:** David Hewlett Mobile: 07503 042285  
Churchwardens: Brenda Davies, Margaret Walker [wardens@stgeorgeowlsmoor.org](mailto:wardens@stgeorgeowlsmoor.org)  
Mobile: 07720 663428

- Bookings and Use** The Hirer shall be the person responsible for the safety of persons using the premises and will undertake to arrange adequate public liability insurance as is appropriate for their group/activity or event. A copy of that Insurance document must be shown to the Churchwarden or David Hewlett. (All church events are covered by the public liability insurance held by the PCC). The Hirer (a named adult over 21) should be on the premises for the whole period of the booking and is responsible for leaving the building secure. The Church is not available for hire on Maundy Thursday, Good Friday, Holy Saturday, Easter Day, Christmas Eve, Christmas Day, Boxing Day or after 6pm on Saturday evenings unless for a church event or on other occasions when it may be required for Church Services.
- Nothing shall be done that will endanger the Insurance Policy for the Church and building, and NO OBSTRUCTIONS WILL BE PLACED IN THE NARTHEX. All exits, particularly fire exits, must remain clear.
- The Hirer shall pay the returnable deposit of £25 at the time of booking and a further £10 key deposit when the key is collected. The deposit and key deposit will be refunded upon return of the key, subject to the premises being left at the agreed time and in clean, tidy and secure condition.
- The Hirer will be liable for any damage to or loss of property arising from his/her use of the premises.
- No placards, notices, posters or other objects may be attached to the structure of the building without the consent of the PCC (the use of nails, screws, drawing pins, Blu Tack, Sellotape and other adhesives is not permitted).
- The Hirer shall be responsible for setting out such facilities (tables, chairs etc.) as agreed and for putting them away after use.
- The Hirer must complete a form for each term indicating his/her intended use of the premises. All occasional bookings on Saturdays must end by 6pm. This does not include the 15 minute clearing up time allowed free of charge.
- Health and Safety** A FIRST AID BOX is kept in the cupboard in the kitchen marked with a First Aid symbol, and there is an Accident Report Book on the notice board in the kitchen. Any incident occurring on the premises must be entered into this book.
- Children are not allowed in the kitchen unsupervised, and the door must be kept closed.
- Safeguarding** The Hirer needs to ensure that they have adequate measures in place to safeguard children from harm. When there are under eighteens on the premises, the Hirer will ensure that there is a ratio of at least 1 responsible person over 21 years for every 10 under 18, subject to a minimum of 2 adults over 21 being present for the duration of the hire. The document **Safeguarding Provision - St George's Hire of Church Premises Agreement** is attached and must be completed and signed.
- Payment for use:** a monthly account will be presented to the Hirer.  
**Cheques** payable to: **St. George's, Owlsmoor PCC** OR  
**BACS** to **ST GEORGES PCC2A/C** Account Number: **00447227** Sort Code: **30-91-53**
- Cleaning** The Hirer must leave the building in the same condition of cleanliness in which it was found, including the areas outside the entrance to the buildings. Brooms are in the cleaning cupboard adjacent to the entrance. All rubbish and recyclable materials must be removed from the church by the Hirer ( black bags provided in the Hirer's Cleaning Box) as they are not the responsibility of St. George's Church.

13. **Security** Leaving the premises, please check that all toilets have been flushed; all taps are off; all lights are off; and all exits are securely locked, in particular fire exits, rear double doors to patio area and the main front door. The Hirer is responsible for leaving the building totally secure.
14. **BURGLAR ALARMS:** these must be deactivated on arrival and reset when leaving by entering the code given. This code **MUST NOT BE DIVULGED** to anyone else under any circumstances.
15. **Fire Safety** Fire equipment must not be moved or used for any other purpose than fire. All passageways, stairs and Fire Exits must be kept clear at all times. The Hirer is responsible for making users aware of fire and evacuation procedures. The assembly point is in the park to the North of the church. The Hirer will be made aware of Fire Safety procedures during the booking process. In the case of fire, ensure everyone is safely evacuated from the building, dial 999 for fire brigade and then contact the vicarage next door or David Hewlett, contact numbers above.
16. **Ticket Sales and Copyright** If tickets are to be sold for any public entertainment, the Hirer must obtain a licence from the Performing Rights Society and shall ensure that no copyright material (music, songs, writing drama) is performed without the consent of the Copyright holder. The Hirer shall indemnify the PCC against any infringement of copyright which may occur during the hiring.
17. **Smoking, Vaping, Alcohol, Drugs, Betting** No smoking or vaping, no under-age drinking or sale of intoxicating liquor on the premises. No illegal drugs or "Legal Highs" are to be on the premises or the grounds at any time. The Hirer shall not contravene any Local Government regulations or laws relating to Betting, Gaming and Lotteries.

## **Safeguarding Provision to be attached to St George's Hire of Church Premises Agreement**

The Parochial Church Council of St. George's Church, Owlsmoor has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is displayed on the notice board in the entrance corridor of the church and on the website,

<https://www.stgeorgeowlsmoor.org.uk/>

Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

**You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.**

**In particular this means that:**

- you will comply with the Church of England Code of Safer Working Practice, unless you have equivalent good practice guidance for work with children and young people or vulnerable adults;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**The Parish Safeguarding Officer for St. George's Church, Owlsmoor is:**

**Name: Matt King**

**E-mail: [mattking1276@gmail.com](mailto:mattking1276@gmail.com)**



**Declaration**

**I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.**

**Signed ..... Designation .....**

**Organisation ..... Date .....**

**Please sign two copies, one to be retained by the church, and one by the organisation**



**Booking form for hirer of St. George's Church Premises**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation/Group: \_\_\_\_\_

Position in Organisation/group: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Purpose for Booking: \_\_\_\_\_

Facilities Hired:      Main Hall              Small Hall              Oasis Room              Kitchen

Please tick box(es)                                               

**Key Deposit: A £10 Refundable Deposit is charged if a key is required**

Key Required:                    Deposit paid:     

**Occasional / Regular (Delete as necessary)      Frequency:**

Date	Time	No. of hours	Hourly Rate	Discount	Total

**I, the above-mentioned hirer, have read and agree to the full conditions of booking the premises (or part thereof) and agree that I will be the person in charge of the event and will be present in the church during the booking.**

Signed: \_\_\_\_\_              Date: \_\_\_\_\_

**Cheques payable to "St. George's, Owlsmoor PCC" or Lloyds/St Georges Parochial Church Council a/c 00447227/30-91-53**

**Please return the form to David Hewlett, 99 College Road. GU47 0RD**

**email: [david.hewlett@talktalk.net](mailto:david.hewlett@talktalk.net)      Mobile: 07503042285**

**St. George's Church, 109 Owlsmoor Road, Sandhurst. GU47 0SS      Mobile: 07720663428**

**Churchwardens: Brenda Davies, Margaret Walker**