

BOOKING CONDITIONS FOR ALL SAINTS CHURCH PREMISES

CHURCH STREET, KENTON, EX6 8LU

- For each meeting there must be a person appointed to be responsible for Health & Safety and Security at the meeting(s). They must make themselves aware of fire exits, fire and first aid equipment.
- Bookings are made and accepted on the understanding that we have no staff in attendance and that the event is on a self-help basis. **Please leave the rooms clean and tidy, otherwise it may be necessary to add a charge to cover cleaning costs.**
- Limited parking in the village car park and on nearby streets may be available on the day. A map showing our location and other nearby parking places is available on request. **Disabled/wheelchair access is available on High Street (past the front steps and follow the road to the right) and through the rear door of the church. Please advise if this door is required to be unlocked.**
- Please do not use non-All Saints Church equipment except by prior, written, agreement. If using your own it should be PAT tested.
- The only animals permitted in the building are guide and hearing dogs.
- Smoking is not permitted within the buildings or within the grounds.
- Candles are a fire hazard and should be used sparingly. They are allowed when used in appropriate candle holders safely set up on stone windowsills or stands away from walking routes. A charge will be made for any damage caused to the building by unsafe use of candles.
- We are unable to allow bicycles, skateboards, scooters etc. Into the buildings.
- We regret that we are unable to store anything, even for a short time.
- **When leaving, please ensure that all lights are out, windows closed and doors are locked as necessary and that any unused food or drink is removed. All used areas must be left clean, hoovered and tidy with any furniture left as found.**
- **Access to the building and return of the key will be discussed at the time of booking. When you have secured the building at night we recommend having a torch available.**
- We reserve the right to curtail, cancel or otherwise amend any booking without notice in exceptional circumstances.
- **CoE SAFEGUARDING REQUIREMENTS**
Any bookings where children and/or vulnerable adults will be present MUST complete the 'Hirers of Church Premises' form included below (Page 3). **Private hirers make a statement of responsibility.**

CHARGES Fellowship Room and Served £10/hour

Church Building - includes Fellowship Room and Served £15/hour

Cancellation charges: 50% within 48 hours of the event, 100% if cancelled on the day.

CATERING IN ALL SAINTS

- PLEASE NOTE THERE IS ONLY A SERVERY WITH A KETTLE/URN AVAILABLE (AND MICROWAVE IF REQUESTED)
- The kitchen and areas used must be left clean and tidy with everything returned to its correct place.
- Food/drinks/food containers/cake plates etc. brought into the buildings must be taken away immediately following the event.
- Left over food/drinks, containers etc. will be disposed of without notice.
- Please use the recycling containers as indicated. Black bin rubbish should be removed from the kitchen and placed in the black bin outside the Disabled access doorway.

HIRERS OF CHURCH PREMISES (Diocese of Exeter)

To be completed where children and/or vulnerable adults are present as part of the hiring group:

Name of Parish/Church:- ALL SAINTS CHURCH, CHURCH STREET, KENTON, EX6 8LU
Date & Time of event:- _____
Type of event:- _____

Please complete **either** section 1 **or** 2

1. Organisations

Organisations who hire church premises for work with children, young people and/or vulnerable adults should complete the following statement:

The organisation _____ confirms that in all its activities with children (aged 0 – 17) and/or vulnerable adults it will comply with all current safeguarding legislation¹ and government guidance.²

We have our own child and/or vulnerable adults safeguarding policy and procedures (a copy to be provided with this form to the Church Office) and confirm that all those who staff our activities on these premises understand and have agreed to follow them and have been safely recruited with a Disclosure & Barring Service check where the role is eligible.

We understand that the parish accepts no responsibility or liability for our failure to comply with the above requirements.

Signed _____ (on behalf of the organisation)

Date _____

NB. Please attach a copy of your Safeguarding Policy.

2. Private Individuals

Private individuals hiring church premises for the purpose of ad-hoc or personal invitation events at which children and/or vulnerable adults will be present should complete the following statement:

I _____ (in block capitals) agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults.

We understand that the parish accepts no responsibility or liability for our failure to comply with the above requirement.

Signed _____

Date _____