

**ST GILES CENTRE, CHURCH ROAD, FARNBOROUGH, KENT BR6 7DB**

**APPLICATION TO HIRE (OCCASIONAL LETTINGS)**

<b>Full Name:</b>	<b>Address (including Post Code):</b>
	<b>Telephone Number:</b>

Name of Organisation (if any):

<b>Purpose for Booking St Giles Centre:</b>
<b>Date:</b> <b>Time: From</b> <b>To</b>
<b>Hiring charge:</b> £11.00 per hour making a total fee payable of £ <i>Note: Cheques to be made payable to St. Giles P.C.C.</i>

I agree, on behalf of myself and my principals, to observe the conditions shown over the page. After use I, or another responsible person, will see that all lights, radiators and water taps are turned off, the internal fire doors closed and the Centre door securely locked. It is also understood and agreed that the time at which access to the Centre is allowed for the occasion is as stated and neither the Hirer(s) nor anyone acting under their instructions shall have any right of entry before that time without extra charge. The premises shall be vacated within 30 minutes of the termination of the hiring period. Hirers are requested to ensure that the premises are vacated with the minimum amount of noise and disturbance.

Signed:	Date:
If an Organisation the capacity of signatory:	

Please complete and sign one copy of this form and send it together with payment (*see below*) to:

The Parish Secretary,  
Parish Office,  
St Giles Centre,  
Church Road,  
Farnborough,  
Kent, BR6 7DB

Please provide two cheques: one for the hire charge and one for the deposit of £25.00 (see Clauses 1 and 2 of the Conditions of Hire over). The deposit cheque will be returned to you after the hire provided the premises are left in a satisfactory condition.

If your booking involves the presence of children you will need to sign the box below to confirm that you have read, understood and agree to abide by the Parish Child Protection Policy Statement attached.

I confirm that I have read, understood and agree to abide by the Parish Child Protection Policy Statement.	
Signed:	Date:

## ST. GILES CENTRE, CHURCH ROAD, FARNBOROUGH

### CONDITIONS OF LETTING - OCCASIONAL LETTINGS

1. All charges for letting are to be paid at the time of booking, together with a deposit, see 2 below. No engagement will be booked until payment has been made.
2. A deposit of £25.00 is payable on booking, refundable after the termination of the hiring period, provided that the premises are left in a satisfactory condition.
3. There is no resident caretaker. It is the responsibility of hirers to contact the Parish Office on 01689-853471 during the week before the date of the hiring to arrange for collection of the key. After the hiring, lock the door and post the key through the letterbox marked for the Parish Office at the front of the building.
4. The Church Authorities shall have the right to stop any entertainment or meeting not properly conducted or likely to constitute a nuisance or annoyance to people in the neighbourhood, and the Church Authorities shall have the right of entry to all parts of the building at all times.
5. The Parochial Church Council of the Parish of Farnborough or their representatives shall not be held responsible for the security of any property belonging to the parties hiring or using the Centre or car park. The property of the hirers and their agents must be removed by the end of the hiring period unless other arrangements are made with the Church Authorities.
6. Under the terms of the Food Safety (General Food Hygiene) Regulations 1995 the Centre kitchen is deemed unsuitable for the preparation and/or cooking of food. Containerised meals or sandwiches, cakes, buffet meals which have been prepared elsewhere and brought to the Centre pre-plated and covered are acceptable. Tea and Coffee making is permitted.
7. No alterations may be made to the premises, fixtures or fittings except by the express permission of the Church Authorities and in such cases unless otherwise agreed, the conditions prior to the permitted alterations must be restored at the hirer's expense.
8. No electrical apparatus other than that provided by the Parochial Church Council of the Parish of Farnborough may be used without the express permission of the Church Authorities.
9. The FIRE EXIT DOORS must not be opened unless there is an emergency and must be clear of obstructions at all times.
10. **NO** bouncy castles or ball ponds are allowed in the Centre.
11. Hirers shall be responsible for any damage to the building, furniture, decoration or any part of the hall which occurs during the hire period.
12. St. Giles Centre does not have a drink, music or dancing licence. Private functions are allowed, but invitation to such functions must be by word of mouth or private invitation. No tickets may be sold prior to the function and no money collected at the door. No crystals or powder or aerosol spray polish may be put on the floor surface. Please lift rather than drag tables across the floor.
13. The premises are to be left in a tidy condition, and all crockery and utensils are to be left clean, and replaced in the appropriate cupboards, and the tables and chairs put back as found. All breakages should be reported and the cost of same deducted from the deposit.
14. Hirers are requested not to use the children-size tables and chairs, nor the toys, which are not the property of the Centre.
15. Hirers are required to remove all their own rubbish etc. and to take it home for disposal.
16. **NO SMOKING IS ALLOWED IN THE CENTRE.**

#### **Special Note:**

As the insurance held by the Parochial Church Council of the Parish of Farnborough for accidents occurring in the Centre is limited to public liability, all hirers are recommended to provide their own insurance.