

HOLY TRINITY CHURCH, BEMBRIDGE

The Cloisters, 36 High Street, Bembridge, PO35 5SE

BOOKING REQUEST FORM

Please return to the Booking Secretary in order to make a provisional booking

Either post to above address or Email: htbembbridge@gmail.com: Tel: 07508 566523

Name of Contact					
Company/Organisation					
Address					
Post Code					
E-mail contact:				Telephone contact (mobile preferred):	
Type of Hire (tick one):					
HTB Church mission FREE	Mission Partner FREE	Church member (on HTB electoral role) MINUS 1/3	Private	Commercial	Community CASE BY CASE X
Purpose of Hire:					
Single Hire or Regular Booking					
Registered Charity		Yes/ No		Charity No:	
Day(s) of Hire					
Date(s) of Hire					
Start* Time **					
Finish*** Time **					

* Entry before this time is not permitted

** Time must be allowed when booking to allow for set up and clear up

*** Minimum hire time 2 hours

Please indicate requirements:	
The Eve Hall & Garden	£15.00/hr
The Sitting Room	£7.50/hr
Kitchen	£15.00/hr
The Cloisters & garden	£35.00/hr
Wedding Hire available from £1000 for premises only - midday Friday until midday Monday. The garden available from 2pm Thursday for Marquees.	

CONDITIONS OF HIRE

Definitions

For the purpose of this document the term **Hirer** shall mean an individual hirer, or where the hirer is an organisation, the authorised representative.

For the purpose of this document the term **PCC** shall mean the Parochial Church Council of Holy Trinity Church, Bembridge.

For the purpose of this document **HTB** shall refer to Holy Trinity Church, Bembridge.

For the purpose of this document **The Premises** shall refer to the area of The Cloisters being hired/used during the period of hire (see below for the definition of areas).

Definition of Areas

Use of the toilets and entrance area is included in the hire of any part of the premises but hirers should be respectful of other users when in the building.

Hire of **the Eve Hall and Garden** includes use of the servery but not of the kitchen appliances (cookers; hobs; dishwasher etc.). The capacity of the Eve Hall is 55 persons.

Hire of **the Kitchen** includes use of the kitchen appliances after appropriate instruction/training has been given by the Booking Secretary.

Hire of **the Sitting Room** does not include use of the servery (please note that this means no access to refreshment-making or washing up facilities). The capacity of the Sitting Room is 30 persons. NB Although it may be appropriate to use the fire door to improve ventilation to the Sitting Room, this should not be used as a regular entrance/exit route.

Hire of **the Cloisters and Garden** is for all areas of the Cloisters – the Eve Hall; the Sitting Room; the Kitchen and Servery; the Gardens. The capacity of the whole premises is 85 persons.

There is no parking at the Cloisters, as the driveway is private and access is required at all times. The driveway can be used for loading and unloading at the start and end of the hire period.

Please note that all areas of the Cloisters have a strict No Smoking Policy (including the outdoor areas).

Standard Conditions of Hire

1. The Hirer shall not permit the maximum number of persons allowed in The Premises to be exceeded at any time.
2. The hirer must ensure that young people and vulnerable adults are protected at all times by taking all reasonable steps to prevent injury, loss or damage occurring and by following the guidance offered in the "Safeguarding" section of this document and by signing the hire agreement to confirm that this will be the case.
3. The hirer will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity. Please refer to the Insurance section for further advice.
4. The hirer shall indemnify the PCC for the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building which may occur

CONDITIONS OF HIRE

during the period of the hiring as a result of the hire. Please refer to the Insurance section for further advice.

5. The hirer agrees to accept full responsibility for, and to indemnify the PCC against all costs, charges and claims in respect of injury to any person whether using the premises or present during or in connection with the hire. Please refer to the Insurance section for further advice.
6. The hirer and all associated with him/her are to ensure that at all times, by the observance of a reasonable code of conduct, no public nuisance is created or annoyance caused before, during and after the period of hire to residents in the neighbourhood of the Cloisters.
7. The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or allow the premises to be used for any unlawful way nor to do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without following the directions stated in the section of this document titled "Alcohol".
8. The hirer must seek written permission from the Booking Secretary before seeking any temporary licence for the sale of alcoholic drinks, in accordance with the directions stated in the section of this document titled "Alcohol".
9. The hirer shall be responsible for obtaining such licences as may be needed for the sale or supply of alcoholic drinks and shall provide a copy of the Licence to the Booking Secretary. The hirer will be responsible for seeing that the bar is properly conducted, especially that the bar will be closed at such times as may be determined by the Licensing Justice and after that time no alcoholic drinks may be sold or supplied.
10. The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
11. The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
12. The hirer shall not use any of the kitchen equipment (Cooker; Extractor Hood; Dishwasher) until they have been trained to do so by the Booking Secretary or their representative.
13. The hirer shall ensure that any electrical appliances brought by him/her to the premises have a Portable Appliance Test (PAT) certificate issued within the previous 12 months and shall use them in a safe manner, particularly in the case of coiled extension leads, which must be fully unwound before use.
Please note that the PAT Certificate is only required for commercial or business users.
14. If the hirer wishes to cancel any booking before the date of the event and the PCC are unable to conclude a replacement booking, the question of the payment of the fee shall be made at the discretion of the PCC.

CONDITIONS OF HIRE

15. The Booking Secretary is authorised by the PCC to request payment of the appropriate fee in advance of the actual hiring and, failing such payment, if so requests, no hiring shall take place.
16. The PCC reserves the right for any of its members, Officers or Servants to have entry and access to any of the rooms during the period of hire and to require the hirer to refuse admission or to cause the removal from the premises of any disorderly or objectionable person or persons.
17. The PCC, its Officers and Servants will take every reasonable care of property within the premises of the Cloisters, but hereby disclaims all liability for its safety.

No property is to be stored within the Cloisters precincts without the prior written consent of the Booking Secretary or their representative.
18. Smoking is prohibited in any part of the Cloisters premises and outdoor spaces.
19. At the end of the hire period the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual locations properly replaced, otherwise the PCC shall be at liberty to make an additional charge.
20. The hirer must remove all rubbish generated during the period of hire, including food waste and recyclables.
21. In the event of the Cloisters premises being rendered unfit for the use for which it had been hired, the PCC shall not be liable to the hirer for any resulting loss or damage whatsoever.
22. The PCC reserves the right to alter the hiring fee.

Insurance

Holy Trinity PCC insurers, Ecclesiastical Insurance Group, require us to point out that the church PCC has Public Liability Insurance Cover to protect its own interests, but this does not extend to protect the interests of any person or organisation hiring our buildings.

We are unable to hire to any Commercial organisation without a copy of its public liability insurance cover. This must be provided before the booking can be finalised.

No liability will be accepted by the PCC of Holy Trinity for any injury or loss, however caused, and Private Hirers are urged to arrange adequate insurance cover.

If any problems occur during the hire please contact the Booking Secretary.

Accidents must be recorded in book on window sill in the Foyer and the Booking Secretary must be informed.

First Aid kits are available in the kitchen and on the window sill in the Foyer.

CONDITIONS OF HIRE

Alcohol

Will alcohol be served on the premises YES / NO

If “yes” a temporary event notice (TEN) will be required in the event of any money being connected with the supply of alcohol. This includes the following – a paying bar; a donation receptacle on the bar; a ‘free’ drink mentioned in the price of a purchased ticket; an announcement suggesting a donation in relation to an alcoholic drink.

You can find the TEN application at: www.iow.gov.uk under Premises Licences. Applications need to be made no later than 10 days before and early application is strongly advised.

No Alcohol must be served to those under 18 and a notice to that effect must be displayed.

Please provide a copy of the approved license before the event, a copy must also be on display at the event.

Risk Assessment

It is the responsibility of the hirer to complete a Risk Assessment appropriate to the nature of the activities that you plan. You will find on our website example Risk Assessments that are typical for most uses. Please adapt, complete and sign and forward this assessment to the Bookings Secretary.

Fire Safety

Fire safety conditions are attached to this booking form. The hirer must sign at the time of booking to confirm that these conditions are accepted and become the responsibility of the hirer for the duration of the hire.

Safeguarding Policy

The Safeguarding Requirements are attached to this booking form. The hirer must sign at the time of booking to confirm that these conditions are accepted and become the responsibility of the hirer for the duration of the hire.

The Cloisters, 36 High Street, Bembridge PO35 5SE

Declaration of the hirer:

Forms must be signed & returned before a booking is confirmed

If you do not have a digital signature you can email a scanned form to the Booking Secretary:

Either post to above address or Email: htb.office@btinternet.com: Tel: 07508 566523

1. I apply to hire the church premises for the use described on booking form. I understand I am fully responsible for the church property and fully liable for the uninsured costs of any damage or theft. I will ensure the church building is treated with respect during the duration of the hire and will comply with all conditions on this form.

- **Name of insurance provider if using outside caterers or hired play equipment (eg Bouncy castle)**
.....

- **Date of expiry:**

NB. No liability will be accepted by the PCC of Holy Trinity for any injury or loss, however, caused and Hirers are urged to arrange adequate insurance cover.

Please attach or email a copy of your policy to the Booking Secretary and a Risk Assessment.

Signature of Hirer Date.....

2. I confirm I have read and accept the Fire Safety Conditions and have completed the appropriate risk assessment.

Signature of HirerDate

3. I confirm I have read the Safeguarding document and agree to work within its terms for this hire. I understand that my booking may be terminated or future bookings refused if I fail to comply.

Signature of Hirer Date

Once requested, a provisional booking will be made for that date in the diary.

Please note that the hire will only be able to proceed on the day if the following have happened as appropriate:

- Full payment to be made on booking.
- A copy of the third party liability insurance has been supplied if requested.
- A copy of your completed Risk Assessment
- A copy of the TEN (if alcohol is to be served) has been supplied.

FIRE SAFETY CONDITIONS FOR THE CLOISTERS PREMISES

The person hiring the Cloisters is responsible for Fire Safety whilst on the premises.

Please sign the Booking Confirmation Form to confirm that you have read and agreed to these Conditions.

ALL ELECTRICAL EQUIPMENT BROUGHT INTO THE CLOISTERS BY A COMMERCIAL OR BUSINESS ORGANISATION MUST HAVE A VALID PAT CERTIFICATE.

If you wish to use an extension lead, PLEASE make sure that it is fully unwound before and during use.

NO SMOKING IS ALLOWED IN EITHER THE CLOISTERS BUILDING OR THE GARDENS

CHECKLIST FOR HIRERS

Before admission of the public ensure that:

- All exit doors are unlocked and the push-bar mechanism is tested and in good working order.
- Escape routes are free from obstruction and available for use.
- All fire doors are closed and are not wedged or propped open.
- Firefighting equipment is in place and unobstructed. Extinguishers must not be removed from walls and used as door stops. Fire doors must not be propped open.
- Exit signs are illuminated.
- There is no obvious fire hazard in, or near, the building.
- Ensure you are familiar with the FIRE Plan situated on the Notice Board in the Foyer.

At the start of a hire:

- Make group/audience aware of position of Fire Call Points, Fire Exits and Fire Assembly Point in the Cloisters Garden.

At end of a hire:

- Search for signs of fire.
- Check heaters and cookers are turned off.
- Check all electrical appliances are turned off and unplugged at the wall.
- Turn wall thermostats down to 10.
- Turn off all lights.
- Close all internal doors.
- Secure all outside doors and windows.

REGULAR HIRERS

Regular Hirers of the Cloisters must conduct fire drills in order to familiarise users with evacuation procedures. Fire drills should be conducted annually and should be documented and sent to the Health & Safety Officer.

FIRE ACTION PLAN

IN CASE OF FIRE:

- Sound fire alarm by pressing the nearest call button.
- Dial 999 to call Fire Service (location is The Cloisters, 36 High Street, Bembridge, PO35 5SE).
- Unless trained to do so do not attempt to tackle the fire.

ON HEARING THE FIRE ALARM:

- Ensure everyone vacates building by nearest fire exit.
- Close all doors behind you.
- Report to Fire Assembly Point (located in Cloisters Garden).

Do not take risks. Do not stop to collect personal belongings. Do not return to building for any reason until authorised to do so.

Details of the Health and Safety Officer for Holy Trinity Church, Bembridge can be found on the noticeboard in the Foyer.

Hire of Church Buildings – Safeguarding Requirements for Hirersⁱ

The Parochial Church Council of Holy Trinity Church, Bembridge follows the Church of England Policy for Safeguarding Children, Young People and Vulnerable Adults. This is outlined on the poster “Promoting a Safer Church” which can be found on notice boards in each of our church buildings and is detailed in the Parish Safeguarding Handbook, a copy of which can be found [here](#)ⁱⁱ and in each of our church buildings. 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 Parish Safeguarding Handbook guidelines for working with children and young people or vulnerable adults unless you already have an equivalent;
- 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.

Details of the Parish Safeguarding Officer for Holy Trinity Church, Bembridge can be found on the noticeboard in the Foyer.

ⁱ This does not include hiring by private individuals for private events, e.g. a child’s birthday party

ⁱⁱ <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>