

Panshanger Church

Knowing God, Growing in the Holy Spirit, Going In Christ's Name

Minister: Reverend Hayley Young

Administrator: Mrs Carmen Hollis

Panshanger Church Room Hire General Information and Booking Request Form

Room Name	Hourly Rate (before 3pm)	Hourly Rate (after 3pm)
Church Hall	£17.00	£21.00
Lounge	£11.00	£15.00
Chapel	£15.00	£19.00

Room Name	Hourly Rate for Charities (before 3pm)	Hourly Rate for Charities (after 3pm)
Church Hall	£14.00	£18.00
Lounge	£8.00	£12.00
Chapel	£12.00	£16.00

Hirers will have shared access to the Kitchen for basic use, in common with other hall users. If exclusive use of the kitchen is required this will be charged at £10.00 an hour. For use of the TV's and DVD player there is an additional charge of £10.00

The following will apply to all users of the church building:

- We are a 'nonsmoking' building.
- Please note that we are not available for Sunday hiring.
- All room bookings are subject to a minimum charge of two hours.
- We ask that you be on time for starting and finishing, so that other people and other bookings are not affected. Please ensure that the length of time you book with us includes your setting up, clearing up and cleaning times. We really appreciate everyone's cooperation in this matter.
- We request a cheque for £50 as a deposit, which will be returned to you if the building is left in good condition.
- Please note that the Church does not have a TV License and therefore no channels should be watched on the TV (including Catch Up).
- Hire charges may be adjusted by Panshanger Church as needed. Existing customers will be notified of any adjustments.
- Payments can be made in cash, cheque or BACS. Please make cheques payable to Panshanger Church.
- Full payment is required 2 weeks before the event. Failure to pay will result in cancellation and loss of deposit. If you have a long-term, regular booking with us, we still require payment 2 weeks in advance.
- If your booking is confirmed and you then cancel, the following charges will apply: 7 working days before the event = 50% of the hire charge; Less than 7 working days before the event = 100% of the hire charge.

Please return your completed form to: Church Administrator, Panshanger Church, 24 Hardings, AL7 2EJ

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Panshanger Church Booking Form

Name of hiring organisation & Charity Number (if applicable):	
Name of representative:	
Contact Address:	
Contact Telephone:	
Contact Email:	
Payment Method:	

Day of Bookings:	Times: <i>(please allow time for setting up and clearing away)</i>	Rooms Required: <i>(Hall, Lounge, Chapel, Kitchen)</i>	TV/DVD/ Wireless Internet Required?
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Dates of Booking:	
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I confirm that I agree to the room hire Terms and Conditions stated on this form and I enclose a cheque for £50 as a deposit.

I also confirm that I accept the health and safety responsibility for this booking.

Signed: Date:

Confirmation of booking (to be completed by the Church Administrator)

I confirm on behalf of the church that the booking as indicated on this form is accepted, subject to the letting conditions and to the payment of the agreed fee of £.....

Signed: Date:

TERMS & CONDITIONS FOR THE USE OF THE CHURCH PREMISES

1. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50. The deposit will be refunded within ten business days of the hiring completion unless there has been any damage to the accommodation or the church's furniture and equipment for which the hirer is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. The church retains control, possession and management of the accommodation and the hirer has no right to exclude the church from the premises.
3. The hirer is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment that is occasioned in whatever way by the use of the accommodation.
4. The hirer agrees not to watch any TV channels on the TV, including Catch-up online. The church will charge the hirer the full fine of any breach of this agreement.
5. The accommodation may only be used by the individual/organisation and for the purpose and during the period indicated on the application form submitted to the church. This purpose must not conflict with the purpose of the church. The hirer may only sublet the premises with the consent of the church.
6. The church may be entitled at any time on giving reasonable notice to the hirer to require the hirer to transfer if possible to alternative or comparable space and accommodation elsewhere within the building.
7. After the use of the accommodation it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hire period and the hirer must ensure that all lights are turned off and all windows properly secured.

8. The hirer must ensure that during the use of the accommodation no person smokes.
9. The hirer must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserves the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
10. The hirer agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the hirer will keep the church indemnified against any claims for which the church is not responsible. It is therefore recommended that the hirer obtain his/her own insurance cover as appropriate.
11. The hirer has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
12. Where the premises are to be used for activities that include children or vulnerable adults, the hirer agrees to comply with the appropriate statutory requirements and Government guidelines.
13. The church may terminate this agreement without notice at any time if there is a breach of these conditions by the hirer.
14. The church reserves the right to vary or waive charges in special circumstances.