

WRINGTON UNITED REFORMED CHURCH

INFORMATION ON HIRING CHURCH PREMISES & CHURCH HIRE APPLICATION FORM

If you wish to make a booking, you should complete the 'Application to Hire Church Premises' form below and return it as soon as possible. If the application is accepted, you will receive a copy of the application [containing a signed booking confirmation/by confirmation email].

Please only complete the application after reading, understanding and accepting the important documents listed below and satisfying yourself about the suitability of the premises. All relevant documents can be found on www.wringtonchapel.com

Any requested hire charges and any security deposit detailed in the booking confirmation must be paid as specified in the confirmation.

Safeguarding of children and adults at risk is of paramount importance. If you are proposing activities involving these groups, we will require you to follow your own, or the Church's Safeguarding Policy (which is on the chapel website) which includes an agreement that all volunteers and staff are subject to appropriate DBS checks and that any Safeguarding concerns will be recorded and reported without delay (e.g. to the organisation's safeguarding lead and/or to the police or other statutory agencies).

Premises available for hire -see website for further details.

- Upper School Room, including Servery
- Lower School Room
- Kitchen
- Chapel
- Car Park – chapel car parking is limited but is available during period of rental

- Terms of payment - due 7 days after receipt of invoice
- Acceptable methods of payment – preferably bank transfer, alternatively by cheque.

Suitability and availability

You are advised to check the suitability and availability of the premises and the equipment to be hired with the Church contact detailed below, before proceeding any further with an application.

Important documents

By making an application, receiving a booking confirmation and using the premises you are accepting the 'Conditions of Hiring Church Premises' which can be found on the chapel website, and the 'Rules and Regulations' attached to this application form. You should also ensure that you are familiar with the owners' Evacuation and Fire Emergency Plan (which is on the website and on the noticeboard in the chapel entrance lobby), and the Health and Safety policy which is on the chapel website. A Safeguarding Policy is required as detailed above.

If you have any difficulty accessing the documents then please contact the Church representative detailed below.

Church Contact

Jackie Tester jackietester@yahoo.co.uk 07729 360144

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To the Hirer: Please ensure you have read and understood the 'Information on Hiring' page above, the Conditions of Hiring, and the Rules and Regulations, then complete Section A, sending it to your church contact. The booking then is confirmed on receipt from the church of Section B

A. Application to Hire Church Premises

This Application is made by / on behalf of ('the Hirer'): (please specify the Hirer's name.)

To use: (please specify the rooms and facilities required.) ('the Premises')

On the following date(s) / day(s) / times(s):
(for example: this can be for specific dates or for a specific time each week / month, and (with the Owners' consent) can allow for future dates to be separately agreed by email.)

'End Date': (no more than 6 months from the first use.)

For the following event / purpose ('the Purpose'):

- a) Title / type of event / purpose:
- b) Anticipated content / activities:
- c) Food / drink (Yes / No, please detail):
- d) Maximum number of persons anticipated to use the Premises on each hire:
- e) How many users will be children:

The Safeguarding Policy to be followed is:

The Hirer's own Policy / The Church's Policy

(delete as applicable)

By making payment of the Hire Charge(s) and/or occupying the Premises the applicant Hirer acknowledges that:

- 1 This Application is made subject to the Conditions of Hire for Church Premises ('the Conditions') and the 'Rules and Regulations' on the Wrinton URC website which have been read, understood and accepted by the Hirer and will be observed by the Hirer and all those persons using the Premises pursuant to this Application, but in the event

of any discrepancy between the Conditions and the information in this Application, the provisions of this Application shall prevail.

- 2 The Hirer has read, understood and agrees to follow the Owners' Evacuation and Fire Emergency Plan and Health and Safety policy.
- 3 The Hirer acknowledges the importance of safeguarding and their own safeguarding responsibilities, that they have an appropriate safeguarding policy governing their activities, that all volunteers and staff have appropriate DBS checks and that all safeguarding concerns will be reported to the appropriate statutory agencies without delay or that they have read and understood the Church Safeguarding Policy and will implement it.
- 4 This Hiring Agreement is not intended to confer exclusive possession on the Hirer and that accordingly no tenancy of the Premises is intended to be created. The Premises remain under the control of the Owners who reserve the right to enter the hired space at any time and for any reason. Where any temporary storage facilities are provided under this Application this is not on an exclusive basis and the Owners reserve the right to relocate any stored goods at any time and for any reason.

Electronic signature or name of applicant	
Hirer:	
Date:	
Position in group / organization on whose behalf this application is made, if applicable:	
Full address including postcode:	
Telephone Number(s) (day) and (evening):	
Email address:	

B. Booking Confirmation (to be completed by the Church)

Subject to complying with the terms of the Booking Confirmation as detailed below, the church and its Property Holding Trustee (“the Owners”) confirm that your Application has been accepted as confirmed below.

Hire Charge(s):

Terms of payment:	7 days from receipt of invoice
Payments	
Cheques should be made payable to:	Wrington URC
Online payments should be credited to:	
Account Name:	Wrington United Reform Church
Sort Code:	20-68-15
Account Number:	73442780
Quoting / Reference:	Invoice number
Notice Period:	Hirer: 7 days Owners: 7 days
Signature of church representative acting as Owners' Agent:	
Date:	