

Church of St John the Baptist, 116 Albert Street Dundee DD4 6QN

Scottish Charity No SC001147

Email stjohnthebaptist@saintsdundee.org **Website** http://saintsdundee.org/stjohnthebaptist/

BOOKING APPLICATION FORM

Please complete the following application forms and return **one** to the Vestry Secretary, Hall Lets, at Church of St John the Baptist, 116 Albert Street, Dundee DD4 6QN.

Telephone (Hall Lets Convener, R Neave) 01382 506552 or (Rector) 07814 789817

Organisation/Applicant applying _____

Activities you wish to use the facilities for _____

e.g. private fitness class; education class; meeting; children's party; etc.

Contact details

Name _____

Telephone _____ **Email** _____

Address _____

Is your organisation a registered charity? Yes No Charity No. _____

Facilities Required (Please tick the rooms and the times you wish to hire them)

	How often? (e.g. weekly, Monthly or single event)	Day(s) of the week Make sure you include preparation and clearing up time	Morning From...to	Afternoon From...to	Evening From...to
Large Hall					
Kitchen					
Small Hall					

Date or Period of let applied for: e.g. January – December 2013 _____

Signed _____

Date _____

I understand the costs that will be charged for hiring the premises.

PLEASE READ THE STANDARD CONDITION OF HIRE BEFORE SIGNING THIS BOOKING FORM

You will be advised within 7 days of the Church's decision on your application.

USUAL

CHARGES

Large Hall : £15.00 per hour with kitchen : £18.00

Small Hall : £12.00 per hour

Children's Parties : £30 for 2½ hours maximum, which includes time for setting up and cleaning.

PAYMENT

Non returnable deposit of £10 at time of booking with the balance to be paid in full
one week prior to event

CHECK-LIST

1. I have read the **Standard Conditions of Hire** Yes No

2. If use of the kitchen is part of the let, I attach a copy of the **Cook Safe** certificate of the person doing the cooking
Yes No

3. I attach a copy of my **Public Liability Insurance Certificate**
Yes No

4. I submit a £10 deposit (non returnable) Yes No

5. If you are booking a children's party, certain of our Conditions of Hire may not apply, so discussion with the Hall Lets' Convener is advisable. It should be remembered that there are guidelines for the ratio of adults to children and these should be adhered to as far as possible.

Age 0 - 2:
1 adult to 3 children

Age 2 - 3:
1 adult to 4 children

Age 4 - 8:
1 adult to 6 children

Age 9 - 12:
1 adult to 8 children

Age 13 - 18:
1 adult to 10 children.

If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

Standard Conditions of Hire

1. **Age:** person responsible for the hire should not be younger than 18 years of age
2. **Supervision:** It is the hirers' responsibility for making sure the premises and their contents are treated with care and safety. The hirer will pay for all damage to the property or facilities fixtures and (including accidental damage) fittings or for loss of contents.
3. **Public safety:** In the event of fire, the hirer will adhere to the fire instructions displayed within the premises, telephone the Fire Brigade and make sure that all people are escorted outside to the Fire Assembly Point. A telephone call should also be made to the Hall Lets Convener.
- 4 **Health and hygiene:** for lets including the provision of food, the hirer must adhere to Food Hygiene Legislation . It is the responsibility of the hirer to ensure they fully comply with all relevant legislation and ensure that a "Cook Safe" certificate is held by the person responsible for the cooking.
- 5 **Electrical Equipment:** The hirer must ensure that all electrical equipment, if not less than one year old, must be regularly inspected by an electrical engineer or other competent person and must carry a current 'electrical safety test sticker'. If this is not evident the organisation will not be permitted to set up the equipment which must be removed from the premises.
- 6 **Alterations and stored equipment:** The hirer cannot make any alterations to the facilities, or add any fixtures or fittings without the approval of the Vestry. The Vestry must be happy that any such alterations are safe. If the hirer has arranged to store equipment (e.g. play equipment) in the premises, this section should outline where the equipment is to be stored and that it will be removed if it is not stored in the correct (safe) place. The hirer must not display any items on the walls. The use of drawing pins, blu-tack, sellotape and other methods of adhering items to the wall is prohibited.
- 7 **Insurance and indemnity:** Public Liability Insurance must be held by all organisations/groups providing services to the public. Proof of such insurance cover is a condition of the let.
- 8 **Reporting of accidents:** All accidents/incidents must be entered into the Accident and Incident Book and reported to the Vestry Secretary as soon as possible. There is no access to a landline telephone so the hirer must have a mobile phone that will access the emergency services.
- 9 **Alcoholic drink, smoking and supply of illegal drugs:** The hirer is responsible for ensuring that no smoking is permitted on the premises and that alcohol is not consumed (unless it is an event with a Special Licence for this) In the event of the hirer using a Special Licence for alcohol, a designated person **must** be named. Any user found smoking, consuming alcohol, using or supplying illegal drugs on the premises must be asked to leave immediately.
- 10 **Child & Vulnerable Adult Protection:** This condition of hire is necessary for **ALL** hires that include use of the facilities by vulnerable people, children and young people. Hirers must confirm that they understand the regulations of the Protection of Children (Scotland) Act 2003. They must confirm that they understand their responsibility for following the regulations for work with children and young people. The hirers should also agree that they have a recruitment procedure for taking on volunteers or paid workers and carry out Scottish Criminal Record Checks. The church adheres to the Scottish Episcopal Church's regulations for the safety of Children and Vulnerable Adults and the text of this may be seen on request to the Vestry Secretary. The user shall appoint a competent and responsible person who shall be present and in charge during the period of use and an adequate number of competent persons for supervisory duties.
11. **Disposal of Refuse:** Hirers are responsible for the removal from the premises of all refuse and food. A charge made by Dundee City Council for the removal will be passed on to the hirer.

By signing the Booking Form you agree to the acceptance of these Standard Conditions of Hire.

INSTRUCTIONS FOR DEALING WITH HALL LETS

1. Two copies of the Booking Form required, one to file and one for the Hirer
2. Check the Check List on the reverse of the Booking Form, have all boxes been checked?
The photocopied documents submitted should be stapled to the Booking Form.
3. A non-returnable deposit of £10 must be paid
4. The balance to be paid one week prior to the event.
5. Arrangement for collection of the keys or other instructions for gaining access to the premises should be made on receipt of the balance of Hire Fee. Advice should be given to the Hirer for handing over keys at the close of the let.
6. The following should be left in the Hall for the duration of the let.

The First Aid Box
The Accident and Incident Book
7. After the let, the Accident and Incident Book should be checked, and the First Aid Box checked and replenished.
8. The hall should be checked for cleanliness and any damage found should be discussed with The Hall Lets Convener and/or The Rector.