

St Thomas' Community Hub

Application for Casual Hire



Important information

Use this form to apply for a casual hire booking of the St Thomas' Community Hub. You must complete the form, sign it, and return it to the church administrator. Also you must pay a £50 deposit. Before you sign, you should read the Conditions of Hire overleaf. By signing you are agreeing to abide by these conditions. Please direct any questions to the church administrator, whose contact details are shown below.

Hirer's Information	
Name of hirer	
Company or Organisation	
Address	
Postcode	
Telephone	
Email address	

Booking Details	
Purpose of hire	
Date required	
Start time	
End time	
Hire Charge	£
Deposit required	£ 50.00
Total	£

Additional Details	
Approximate number in party	
Kitchen required?	yes / no
Will the booking involve live or recorded music / disco / karaoke?	yes / no
Will alcohol be served?	yes / no

Hire Charge	
Private hire	£ 9.00 per hour
Registered Charity	£ 12.00 per hour
Commercial rate	£ 15.00 per hour
Returnable deposit	£ 50.00 per booking
All bookings include use of tables, chairs and kitchen	

Declarations	
I have read the Conditions of Hire and agree to abide by them	<input type="checkbox"/>
I have read the Cancellation Policy and agree to the terms of cancellation	<input type="checkbox"/>
I take full responsibility for damage to the building during the hire period	<input type="checkbox"/>
I have read and understood the Fire Safety instructions	<input type="checkbox"/>
I will ensure the building is swept clean and vacated by the end of the hire period	<input type="checkbox"/>
I agree to hire the St Thomas' Community Hub from Kilnhurst PCC on the stated dates and times and for the specified hire charge	
Signed	Date

Church Use Only	
The booking application has been agreed on behalf of Kilnhurst PCC. I confirm acceptance of the booking as detailed above	
Signed	Date

Return this completed form to:

St Thomas' Church Office, The Vicarage, Highthorn Road, Kilnhurst, Mexborough S64 5TX

Alternatively, email a scanned copy of the signed form (no photos please) to

office@kilnhurst-st-thomas.org.uk. Please phone the office on 01709 589674 if you require assistance.

We will contact you in due course to arrange payment and to confirm your booking.

St Thomas' Community Hub ("The Hub")

Conditions of Casual Hire

If you want to hire The Hub then you must enter into a contractual agreement between yourself, the hirer, and Kilnhurst PCC, the operator, of The Hub. To do this, you must proceed through three steps in the following order. **First**, you must give your signed booking application to the St Thomas' Church administrator, the representative of Kilnhurst PCC. Sign the declaration overleaf, to show that you agree to the Conditions set out below. **Second**, you must pay your deposit to Kilnhurst PCC, using the payee details below. And **third**, you must have your booking application declaration countersigned overleaf by the church administrator. There will be no contract until the church administrator has countersigned the declaration, thereby confirming your booking.

1. **BOOKINGS:** You shall apply for your Casual Hire at least 7 days in advance of your required hire period with a signed booking application.
2. **DEPOSIT:** You shall pay a £50 deposit to Kilnhurst PCC before your hire period commences. You shall not have access to The Hub until you have paid this deposit. Kilnhurst PCC will return your deposit within seven days of the end of your hire period, minus deductions for breakages or additional cleaning.
3. **HIRE PERIOD AND ENTERING:** You shall not enter the building before the start time of your hire period shown in your booking.
4. **NO SUB-LETTING OR PASSING ON:** You shall not sub-let your hire arrangement and you shall not pass your booking on to someone else.
5. **ENTERING INTO A CONTRACT: You and Kilnhurst PCC shall have entered into a contract only after the church administrator has countersigned your booking application declaration.**
6. **CANCELLATION:** If you cancel your Casual Hire, you shall do so according to the terms of our cancellation policy below.
7. **PARTY SIZE:** You shall not allow more than 60 people into The Hub at any one time. 40 people seated is a comfortable number.
8. **PARKING:** You shall do your best to ensure that all your visitors who drive use street parking, and do so legally and respectfully. You and your visitors shall not park on the church driveway or forecourt. The Hub does not have a car park.
9. **RESPONSIBILITY:** You shall be responsible for the members of your party, and you shall supervise them at all times, inside and outside The Hub.
10. **MUSIC AND NOISE:** You may play music during your event before 11pm, but please be mindful and respectful of local residents. You shall not play music after 11pm. Please keep noise levels to a minimum when vacating the property late at night.
11. **ALCOHOL:** During your event you may serve alcohol to those of 18 years or more, but you shall not sell alcohol under any circumstances.
12. **NO SMOKING:** You shall ensure that The Hub premises and adjoining spaces outside are strictly "No Smoking".
13. **LOSS OR DAMAGE:** You shall be responsible for any breakages or damages to the hall or its contents, however caused, including theft or malicious damage, during your Casual Hire period. You shall pay for any replacement or repair.
14. **DECORATIONS:** You may attach decorations to The Hub using small amounts of mounting putty (e.g., blu-tac), but you shall remove this carefully after your event and you shall not use Sellotape or pins.
15. **CLEANING:** You shall leave The Hub space clean and tidy, using the supplied equipment. You shall sweep the hall space, wipe down and store the tables/chairs, wipe down the kitchen surfaces and remove any rubbish to the outside dustbins.
16. **KITCHEN:** If you use the kitchen facilities then you shall empty the dishwasher, you shall wash up and return utensils to their cupboards, and you shall not leave food or drink in the fridge or freezer.
17. **VACATING:** You shall vacate the building by the end time of your booking period. Remember you must complete your cleaning up within your hire period.
18. **PAYMENT OF HIRE CHARGE: You shall pay the hire charge due in full at least seven days before the hire period.**

Casual Hire Cancellation Policy

1. This cancellation policy will apply once your booking application declaration has been countersigned by the church administrator, thus confirming your booking.
2. Once the church administrator has confirmed your booking, Kilnhurst PCC shall not hire the hall to any other hirer for the same period.
3. Kilnhurst PCC shall hold your security deposit from the time of booking confirmation until seven days after the hire period.
4. If you cancel your booking more than seven days before the hire period, then Kilnhurst PCC shall return your deposit to you in full.
5. If you cancel your booking less than seven days before the hire period, then Kilnhurst shall return your deposit to you less the amount of your hire charge.
6. Kilnhurst PCC reserves the right to cancel the booking at short notice for reasons of safety or other unavoidable cause.

Fire Safety

1. You as the hirer shall be responsible for fire safety in The Hub for the duration of the hire period.
2. You must familiarise the members of your party with the fire exits and other fire safety measures, and make them aware of the fire safety signs and evacuation procedure.
3. If the fire alarm sounds, you and your party members must evacuate the building and go to the fire assembly point by the pit wheel in the churchyard, where you must account for all members of your party.
4. In the event of a fire, you must call the emergency services by phoning 999. You and your party must not re-enter the building until the emergency services declare it is safe to do so.

Kilnhurst PCC
March 2022