

St Luke's Church

Canning Crescent, Oxford, OX1 4XB Tel: 01865 251616 Email: stlukesoxford@hotmail.com

Hiring Agreement

Date Required:

Time: Arrive Depart..... Please note that time booked must include all time for setting up and clearing away.

Function:nb the hirer is responsible for obtaining a public entertainment licence or temporary event notice and abiding by these terms if this is required under the Licensing Act 2003

Hirers Name:email.....

Address: 

Room(s) Required:

Hall (max 100 people)..... Kitchen Chill Out Room (max 30 people).....

Facilities & Equipment Available and included in hiring fee:

Chairs/tables Crockery and cutlery Toilets, Disabled WC and baby changing facilities

Agreed hiring fee £..... (cheques made payable to St Luke's Church – full fee due before start of event)

Term and Conditions of Hire

A deposit of **£20.00** is payable to secure the booking. This will be returned on the return of the key, and subject to the room being left in a **satisfactory condition: Please return all furniture to the places you found them.**

The PCC reserves the right to cancel the booking in exceptional circumstances.

If the hirer cancels the booking with 2 weeks' notice the deposit will be returned. Less than 2 weeks' notice the deposit will be retained and less than 24 hours' notice the full fee will be due (subject to the discretion of the church).

Please make access arrangements at time of booking

- **An essential condition of hiring St Luke's is that cars can only be used for dropping off and picking up people/items for the event. Due to concerns from local residents of Canning Crescent, we ask that all cars are parked in Redbridge Park & Ride for the duration of your event. Failure to do this will result in you not being eligible to hire the premises for future events. We also have good links to public transport with a bus stop nearby and are keen to encourage a low carbon footprint for our church.**
- **There should be no music after 10pm and the Hall should be cleared by 10.30pm. Noise levels, in particular use of a PA system, must be closely monitored due to the proximity of residential housing.**
- Please note that there is NO SMOKING on the premises, and that only Guide Dogs are allowed in the buildings.
- Alcoholic refreshments **must not** be consumed on the premises without prior agreement.
- *Please be aware that we are in a residential area. No nuisance or excess noise should be made which would cause complaints from neighbouring houses.*

Please ensure you have read and understood the following Health and Safety information:

- The booking must be in the name of and under the direct supervision of at least one responsible adult, appropriate to the needs of the event.
- The event must remain on St Luke's premises and only the room booked may be used. **At no time during the booking should the building be left open and unattended.**

- It is the responsibility of the hirers to ensure that the premises are safe for the purposes for which they intend to use them. There is no public phone in the building. The hirer must ensure they have access to a phone for emergencies.

PTO

- The hirers are responsible for having their own adequate insurance cover for the purpose of their hire. St Luke’s reserves the right to inspect this insurance prior to a booking being agreed.
- The hirer is responsible for the cost of any damage caused during the period of hire.
- No adhesives, abrasives, chalk or other powders to be used on the floors or blutac style products or sellotape on the walls.
- St Luke’s Church accepts no responsibility for any accident or loss which may occur during occupation of the premises. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises.
- Accidents occurring during the occupation of the premises which did or could give rise to injury should be recorded in the accident book in the kitchen first aid box. Completed forms can be put in the office.
- **Serious accidents or incidents should be reported to the church office as soon as possible**
- Hirers are responsible for familiarising themselves with the fire evacuation procedure and ensuring that their entire group have evacuated safely in the event of a fire. **Fire evacuation procedures are displayed on signs around the building and in detail by the main door**
- The building should be checked, all lights turned off, all windows shut and doors locked on vacating the premises. It is the hirers responsibility to ensure the building is left secure. Hirers may be charged for any additional costs incurred in failing to do this.
- The building must be left in a clean and tidy condition. Brushes are available. If furniture is moved it should be returned. All your own rubbish bags recycling and other waste materials should be taken away. We may charge you for any rubbish left.
- If your booking relates to Children under 18 you must read and agree to our Child Protection information guidelines.

I agree to the Terms and Conditions above

Signature of hirer:Date.....

For office use: Total Due: £.....

Booking agreed(signature of church representative) Date.....

Deposit received £20.00 Date Sign..... returned date.....
Sign.....

Key collected: Date..... Sign..... Key returned: Date..... Sign.....

Balance remaining:£..... received Date:..... Sign.....