

# St Lukes Church

Canning Crescent, Oxford, OX1 4XB

Tel: 01865 251616 Email: stlukesoxford@hotmail.com

## Regular Hirers Booking Sheet

<b>Name of Organisation</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Contact Telephone no.</b>	
<b>e-mail (if checked regularly)</b>	

<b>Room Required</b>	
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<b>Day required</b>		<b>Day required</b>		<b>Day required</b>	
<b>Time from</b>		<b>Time from</b>		<b>Time from</b>	
<b>Time to</b>		<b>Time to</b>		<b>Time to</b>	
<i>Times booked to include setting up and clearing away time</i>					

<b>Equipment needed</b> <i>Available at no charge:</i> <i>Chairs and tables</i>	
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<b>Next term Start date</b>	
<b>Next term end date</b>	
<b>Dates not meeting during this time</b>	

For completion by office	Agreed rate.....	Invoice on ..... for.....
Extra bookings or alterations to above dates to include on invoice		

# St Luke's Church Regular Hirers Agreement

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All bookings are at the discretion of the church staff in respect to our lettings policy and will be terminated in the event that payment is in arrears. St Luke's reserves the right to cancel the booking.

Regular hirers will be given their own set of keys to allow them access to the building for the period they are hiring the room. When they finish hiring the building their keys must be returned to the office with 7 days of the end of the hire period. It is the hirer's responsibility to ensure that they keep these keys safe and if any loss or theft occurs they should notify the office as soon as possible. Hirers will be charged for the cost of additional keys being cut or any locks changing.

Invoicing arrangements will be agreed at the time of the booking.

## Please ensure you have read and understood the following:

- 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.
- **Please be aware we are in a residential area. No nuisance or excess noise should be made which would cause complaints from neighbouring houses. Parking in the street is very limited and access to residents' drives should be maintained at all times. If your activities attract visitors from outside the area, they should be encouraged to make use of public transport or the Park and Ride car park which is only three minutes' walk away. St Luke's reserves the right to cancel the hire if there are complaints. We are keen to encourage a low carbon footprint for our church.**
- 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.
- 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.
- 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 permission.
- The Hall should be cleared by **10.30pm** .
- If your booking relates to Children under 18 or vulnerable adults you must read and follow our Child and Vulnerable Adult Protection information attached
- St Luke's retains the right of entry to the hall before, after or during any hiring.

I agree to the terms and conditions outlined above.

Signed..... Date.....