



Hertford St Andrew Community Trust Charitable Incorporated Organisation,
Charity No. 1148533

St Andrew's Centre, St Andrew's Church, St Andrew Street,
Hertford SG14 1HZ
Booking Form

Please complete pages 1&2 and return them to the bookings secretary with a £20 deposit.

Hirer: Name of individual/s or organisation

If you are hiring on behalf of an organisation your name and position in the organisation

Contact details:

Address:
Tel no.:
Mobile no.:
Email:

Date/s for which premises required:

Room hire:

Hire dependent on agreement with Booking Secretary:

Main hall: capacity: 70 - 80	hourly rate £22	Time required (allow time for preparation or set-up and clean-up)
Main hall plus Art Room: capacity: 70 - 90	hourly rate £25	Time required (allow time as above)
Art Room/Counselling Room: capacity: 10-12	hourly rate £10	Time required (allow time as above)
Kitchen	Inclusive	Yes/No (please delete as necessary)

St Andrew's Centre

PLEASE ENSURE THAT YOU READ THIS DOCUMENT CAREFULLY BEFORE MAKING A BOOKING. THE SHADED BOX WILL BE COMPLETED BY THE BOOKING SECRETARY BEFORE THE AGREEMENT IS SIGNED.

AN AGREEMENT BETWEEN (1) HERTFORD ST ANDREW COMMUNITY TRUST of St Andrew Street, Hertford SG14 1HZ ("the Trust") and (2) THE HIRER whose details are set out in the attached Booking Form.

The Trust grants to the Hirer permission to use the room or rooms referred to in the attached Booking Form ("the Premises") on the terms set out below and in accordance with the Standard Conditions attached. In this Agreement the expression "the Centre" means St Andrew's Centre adjacent to St Andrew's Church, St Andrew Street, Hertford SG14 1HZ and "the Council" means the Parochial Church Council of the Parish Church of Hertford St Andrew.

TO BE COMPLETED BY BOOKING SECRETARY

Hire fee: £....
Holding Deposit: £20 (Deposits payable upon booking)
Damage Deposit: £50 (Deposit will be refunded after the event if there is no damage)
£70 due and balance of hire fee £ ... due on receipt of invoice.

Signed by the authorised representative of the Trust:

Signature

Date

TO BE COMPLETED BY THE HIRER

The Hirer has read, understood and agrees to observe and perform the Trust's Standard Conditions of Hire and Rules & Regulations a copy of which has been received.

PLEASE PRINT, SIGN & RETURN THIS FORM OR SEND AN EMAIL CONFIRMING ACCEPTANCE OF THESE BOOKING TERMS

Signed by the Hirer/the Hirer's authorised representative

.....*Signature*

.....*Date*

Please return to the Bookings Secretary, Hertford St Andrew Community Trust, St Andrew's Church, St Andrew Street, Hertford SG14 1HZ or email to standrewscentre@hotmail.com

To view our privacy notice please go to www.hertfordstandrews.co.uk/HStACTPrivacyNotice



Incorporated in England & Wales Company No. 7661219
Charity No. 1148533

STANDARD CONDITIONS OF HIRE

1. Immediately upon the occurrence of any damage to the Centre or other property of any kind on it, or injury to any person in the Centre, in any way attributable to the exercise or purported exercise of the hire, the Hirer must:
 - a) notify the Trust without delay and enter details in the damage book which is kept in the Centre kitchen.
 - b) make good the damage or pay to the Trust or the person injured full compensation in money for such damage or injury and indemnify the Trust and the Council from and against all claims arising from any such matters.
2. The Hirer must comply in all respects with all legal requirements applicable to the Premises or the exercise of the hire and must use its best endeavours to ensure that all members of its organisation comply with such legal requirements. In particular the Hirer shall indemnify the Trust and the Council from and against any infringement of the law or the rights or interests of third parties.
3. The Hirer must comply with any rules, regulations and guidelines which the Trust may make governing the use of the Centre and the exercise of the hire in addition to these Standard Conditions of which the Trust shall notify the Hirer in writing. If there is a conflict between the Standard Conditions of Hire and any rules and regulations, the Standard Conditions of Hire shall prevail.
4. The hiring is personal to the Hirer and may only to be exercised by the Hirer.
5. The Hirer must not do or omit to do anything that could cause any insurance policy on or in relation to the Centre held by the Trust or the Council to become wholly or partly void or voidable or do or omit to do anything by reason of which additional insurance premiums may become payable.
6. The Hirer is recommended to effect and throughout the period of the hire keep in force a policy of insurance with a reputable insurance company to cover all claims arising from the exercise of the hire in respect of any claim for bodily injury or disease or damage to property and on request must make available to the Trust or its representatives a copy of the policy or a summary of its terms and a copy of the current premium receipt.
7. In the event of the Centre being rendered unfit for use by any cause neither the Trust nor the Council shall be under any liability for any resulting loss or damage whatsoever.
8. Nothing in this hiring agreement is intended to confer any benefit on any person who is not a party to it save for the Council.
9. The Trust reserves the right to terminate the hire with immediate effect if the Hire Fee or any deposit is not paid by the due date or there is a breach of the terms of the conditions of hire.

Cancellation

- 9.1 If the Hirer cancels the booking within 48 hours prior to the commencement of the Period of hire the Hirer will be charged the full amount of the Hire fee and the Hirer agrees to pay on demand any balance of the Hire fee which remains unpaid. If the Hirer cancels the booking within 7 days but more than 48 hours prior to the commencement of the Period of hire the Hirer will be charged the amount of the Reservation Deposit and the Hirer agrees to pay on demand any balance of the Reservation Deposit which remains unpaid.
- 9.2 If the Hirer cancels the booking more than 7 days before the commencement of the Period of hire or the Trust cancels the booking at any time a full-refund will be given but the Hirer shall have no claim against the Trust for any loss howsoever arising. The Trust will endeavour to give 3 months' notice of any cancellation.

10. Miscellaneous

- 10.1 Where the Hirer for the time being comprises two or more persons obligations expressed or implied to be made by or with the Hirer are deemed to be made by or with all the persons comprising the Hirer jointly and severally.
- 10.2 The expression "the Hirer" shall include the person or persons signing this Agreement and any person or organisation on whose behalf this Agreement is signed, who shall be jointly and severally liable for any breach of the obligations of the Hirer.
- 10.3 Words importing one gender include all other genders; words importing the singular include the plural and vice versa; words importing persons include a corporate body and a partnership and vice versa.
- 10.4 Any agreement by the Hirer not to do anything includes an obligation not to permit or suffer that thing to be done by another person.
- 10.5 The Hirer must satisfy himself that the Centre is legally and physically fit for the Hirer's intended use; the Trust gives no warranty of such fitness.

RULES AND REGULATIONS

1. Deposit

A minimum reservation deposit of £20 in part payment of the hire fee plus a damage deposit of £50 is payable at the time of acceptance of the booking. After the period of hire the damage deposit will be returned to the Hirer less any unpaid Hire fees and any compensation payable for damage or breach of any of the hire terms and conditions.

2. Hiring Fees

For one-off bookings, the Hire fees must be paid not less than 7 days before commencement of the Hire period. If payment is not made on time the Trust may treat the booking as cancelled and notify the Hirer. For regular bookings payment is due 14 days from the date of invoice.

All cheques are to be made payable to: Hertford St Andrew Community Trust. Payment may be made electronically to the following account:

Lloyds Bank plc

Sort Code: 30-84-85

Account number: 23799760

Account name: For Hertford St Andrew Community Trust

Please state Hirer name and Hire date as a reference.

3. General Conditions of Use

3.1 Capacity: the Hirer must not invite or allow into the Centre more than the following numbers:

Main Hall: maximum of 80 people.

Half Hall maximum of 35 people

Counselling Room maximum of 12 people

Art Room maximum of 10 people

3.2 Finishing times

Monday to Friday and Sunday hire must end by 10pm.

Saturday hire must end by 11pm.

3.3 Conduct

The Hirer is responsible for the conduct of everyone using the Centre (including children) during the period of hire and must do his/her best to prevent anyone causing an annoyance or inconvenience to other persons. In particular, the Hirer must keep noise to a reasonable level, remembering the close proximity of The Old Rectory and other neighbouring residential properties. *Parties with music must keep external doors closed for this reason.* The Trust or its authorised representative may stop any meeting, entertainment or function which is causing annoyance or disturbance or where there is unacceptable behaviour.

3.4 Ball Games

No ball games are permitted without the prior written agreement of the Booking Secretary.

3.5 Kitchen

Children must not be allowed in the Kitchen unaccompanied by an adult for safety reasons.

3.6 Alcohol

The Centre must not be used for the sale of alcohol or for betting or gaming. The consumption of alcohol is subject to the prior approval in writing of the Booking Secretary.

3.7 Consents

Where a Temporary Event Notice and/or a licence from the Performing Rights Society is required, or any other form of licence is necessary for the proposed use, the Hirer is responsible for obtaining them.

3.8 Adverts

All advertisements and other publicity for a function/event at the Centre must clearly display the name of the promoter or organiser of the function/event.

3.9 No Fixings

Nothing shall be attached to or driven into the walls, doors or fittings of the Centre.

3.10 No Smoking

The Hirer shall ensure that the Trust's "no smoking" policy is adhered to at all times.

3.11 Damage

All damage and breakages must be entered in the damage book, which is kept in the Centre kitchen.

3.12 End of Hire

Before the end of the period of hire, the Centre must be cleaned and all crockery, cutlery and kitchen utensils must be washed up and put away; all tables and chairs and other furniture must be returned to where they are normally stored.

3.13 Rubbish

It is the responsibility of the hirer to remove all rubbish from the Centre.

3.14 Health & Safety

The Hirer must observe the Trust's Health & Safety policy being one and the same as Hertford St Andrew's Health & Safety policy. A copy can be found on the Church's website www.hertfordstandrews.co.uk. Hirers are required to read it.

3.15 Accidents

Any accident occurring at the Centre must be recorded in the Accident Book kept in the Centre kitchen.

4. Child and Vulnerable Persons Protection

4.1 The Trust's current Child and Vulnerable Persons Protection Policy is posted in the Church and Centre. A copy can be found on the Church website : www.hertfordstandrews.co.uk. Hirers are required to read it and if they do not have such a policy or their own policy is not consistent with the standards contained in the Trust's policy, then the Hirer's use of the Premises shall be subject to its observance of the Trust's Child and Vulnerable Persons Protection Policy.

4.2 The Hirer is required to ensure that such persons are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring all necessary Child and Vulnerable Persons Protection checks are undertaken. The Trust accepts no responsibility for the Hirer's failure to comply with these requirements.

5. Insurance

The Hirer is recommended to have its own insurance to cover any claims which may arise in relation to his/her use of the Centre.

6. Parking

Under no circumstances are vehicles to be parked in the St Nicholas Hall or Old Rectory driveway.

7. Fire and Emergencies

7.1 The Hirer is responsible for calling the Fire Brigade to any outbreak of fire however slight and for reporting this immediately to the Emergency telephone number below.

7.2 The Hirer must ensure that all exits, emergency exits and fire appliances are free from obstruction and available for use at all times during the period of use. (Please see detailed instructions below).

7.3 The Hirer must have a mobile phone available for emergency use.

8. Emergencies and Enquiries

Please ring: Bookings Secretary 07593 055223

9. Rights of Access of the Trust

The Trust and any persons authorised by it shall have the right to enter any part of the Centre at all times during the period of hire.

As the hirer you must be or appoint a responsible person to take charge in the event of a fire or other emergency within the St Andrew's Centre. The responsible person must have a mobile phone available to call emergency services. Please read and become familiar with these instructions. The priority is always to save lives and not the building.

BEFORE YOUR EVENT STARTS:

- Check that the fire exit routes are not blocked (do not allow them to become blocked during your event)
- Check the location of the fire alarm activation points
- Check the location of the fire extinguishers and the difference between the water and powder fire extinguishers
- Inform all attendees of the fire exit routes and assembly point
- Brief any disabled people and their helpers regarding the best evacuation route in the event of an emergency

EMERGENCY EVACUATION PLAN

In the event of a fire:

- Start the **fire alarm** using one of the activation buttons in red boxes located in the main entrance lobby and the main hall.
- **Take command!** Give loud and clear instructions.
- Tell everybody to **evacuate the building** immediately using the nearest available exit and to gather at the 'Assembly Point' (see below) and to wait for you;
- Call THE FIRE BRIGADE - DIAL 999 and give this address: ST ANDREW'S CENTRE, REAR OF ST ANDREW'S CHURCH, ST ANDREW STREET, HERTFORD Post code SG14 1HZ
- Provided you are not putting yourself in danger, check the John Summersgill Room upstairs and all ground floor rooms to ensure everyone has left the building. Close all doors behind you.

Escape routes

The escape routes from the building are: 1. Main entrance/exit onto churchyard unlocked by turning the door knob. The main entrance/exit doors **MUST** always be kept unlocked during occupation. 2. Entrance/Exit from main hall unlocked by turning door knob. 3. The emergency exit from the main hall to the garden area unlocked by turning the door knob. The garden gates giving access to the churchyard and the path to the rear of the Centre are unlocked by pressing the silver button and sliding the bolt.

Assembly point

The assembly point is: at the front of the church in the churchyard by the larger notice board. Check that everyone is accounted for.

Fighting fires

- Extinguishers are located in main entrance lobby, outside the John Summersgill Room (upstairs) and by the exit to the garden (all 6L water), and in the kitchen (2kg carbon dioxide)
- Only tackle a fire if trained, competent & confident to do so. Always have a clear escape route. Only tackle a small fire and never if flames are larger than the height of a person.
- Personal safety always takes priority and, if in any doubt, you should not attempt to extinguish a fire

Do not allow anyone to re-enter the building unless a fire officer tells you it is safe to do so.

Contact numbers for Hertford St Andrew Community Trust:

Bookings Secretary: 07593 055223

Chairman of Trustees: Mr Richard Taylor: 07703 197707

FOOD SAFETY ADVICE FOR HIRERS/USERS

We advise you that a condition of hire/use of the kitchen facilities is that you take full responsibility for food safety.

This includes but is not limited to the following

- Purchase and receipt of food items – always buy from reputable suppliers. Ensure packaging is intact and that items are within date
- Storage of food

Ambient – Please only use products before their “Best Before” date

Chilled – Please only use products within “Use By” dates and store in the fridge until required or store at room temperature for a maximum of 4 hours before discarding

Ice-cream is a particularly high risk product which can cause serious food poisoning. It should be out of the fridge for the minimum possible time (i.e. only whilst you are serving it, using a regularly rinsed ice-cream scoop). Then return it to the fridge immediately. If any ice-cream becomes defrosted, discard it.

- Before you start food preparation, check that the kitchen is clean.
- You are reminded that you are entirely responsible for safe food handling on behalf of your group. Thorough cooking of raw food is of particular importance.
- Ensure raw and cooked products are kept separate and covered until being served.
- Prior to use please check the digital display on fridges indicate 5°C or below. For your own safety, please abide by the “Rules of Use” for each appliance.
- To assist you Clingfilm and tongs are provided.
- Dishcloths, surface sanitiser and washing up liquid will be provided. You are required to bring your own tea towels. Oven gloves are provided.
- Food waste is placed in containers in the cupboard labelled ‘food waste only’.
- Washed cans, glass bottles and plastic containers are placed in the metal pedal bin.
- Non-recyclable material is placed in the bin outside the kitchen door.
- At the end of the hire period remove all food, recyclable and non-recyclable items and place in the appropriate dustbins in the churchyard.

If there are any concerns raised during the hire period regarding the premises, equipment and breakages please enter them in the Green spiral bound book in the kitchen.

Many thanks for your cooperation.