

ST MARY'S CHURCH CENTRE

STATION RD, TWYFORD. RG10 9NT

TEL. 0118 934 4792

BOOKING FORM

Please complete and return to the Church Office to confirm your booking.

Please contact the Church Office to arrange key collection during the week prior to the event.

Name of Organisation (BLOCK CAPITALS)

Full description of function

Centre is required on.....(Date)

From.....to.....(State times)

No. of people expected to attend

Health and Safety Regulations: Numbers of people are limited to 70 seated and 90 standing (eg buffet meal)

Will extension leads be used? Y/N Will alcohol be drunk? Y/N

State any additional equipment, **provided by the hirer**, to be used at the function.

Child Protection: You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm

I agree, on behalf of the organisation named above, to abide by the conditions for using St Mary's Church Centre and the fire regulations (overleaf), including latest covid restrictions, and to leave the premises clean and secure. I understand that breakages or damage done while the accommodation is being used will be charged to me together with the cost of any cleaning caused by the function.

Signature.....

In completing this form, you agree that we may hold and process your personal data as set out in our Privacy Notice, a copy of which can be found on our website (www.thru-christ.org.uk) or requested from the Church Office.

Name of Hirer (BLOCK CAPITALS).....

Invoice to be sent to.....

Address.....

Postcode.....E-mail.....

Tel No.....Mobile No.....

FOR OFFICE USE

Charge per hourTotal due.....(payee: Ruscombe and Twyford PCC)

Date entered into Diary..... Date booking confirmed.....

Date invoice sent..... Payment received.....

Key number.....Collected on.....Returned on.....

Conditions of Use

- The right is reserved to refuse any application to use the Church Centre.
- Persons using the Church Centre agree to comply with these Conditions of Use.
- The appropriate fee must be paid to the Office when collecting the key or within 2 weeks of invoice. If paid in advance the fees will not necessarily be refundable following cancellation by the hirer.
- The session time booked by the hirer should include the time required for preparation and clearing up.
- The Church Centre must be used only for the purpose(s) stated by the named user in the Application for Hire, and the user shall not sub-let or assign the same or any part thereof.
- All parts of the premises shall be free and open to access and attendance of Police Officers on duty and Church Officers, who have full powers to enforce the observance of these conditions and regulations.
- The PCC reserves the right to curtail any function that infringes the preservation of peace and good order without redress.
- A complaint by a local resident, at any time, must be heeded.
- No Attachments or fastenings of any kind (including Bluetack or Sellotape) or alterations shall be made to the rooms or walls; no gas point, electric power or light fitting shall be altered.
- Chairs should be stacked no more than 12 high and tables should be wiped clean and replaced in the store cupboard.
- The PCC does not accept liability for any property of users, including coats and personal possessions, which may be damaged, destroyed or lost through fire, accident, theft or from any other cause.
- **The property shall be left in good order and cleaned ready for the next function. (Vacuum cleaner etc. locked in understairs cupboard and key is on hook in first kitchen wall cupboard)**
- **All rubbish created by the function should be bagged and removed from the premises. All rubbish must be taken away and dealt with by the hirer.**
- Notwithstanding a regular prior booking, the Church reserves the right to have use of the Church Centre on a particular day. Where possible a minimum of 3 months' notice will be given to the hirer.
- Except in the case of an emergency the external fire exit doors **must not be opened.**
- **All taps must be checked and turned off** before leaving the building. Dripping taps cause the boiler to lock out when the water pressure falls. **The charge for resetting the boiler and the call out charge for a heating engineer will be passed on directly to the hirer.**
- **By law the building is a non-smoking premises.** Our smoking prohibition extends to the use of e-cigarettes.

Ethos

- The intention is for the Church Centre to serve the local community and promote such meetings and activities as are for the benefit of residents of Ruscombe and Twyford.
- The Church Centre shall not be used for the promotion of any party political cause or support, or provide facilities for any group or activity considered offensive to minority groups on religious, race or nationality grounds or of a generally anti-social nature
- The Church has adopted a Policy of stocking and serving ONLY Fairtrade tea and coffee

Fire Regulations

- Users must vacate the premises immediately a fire/ smoke alarm sounds.
- The user shall keep every doorway connected with the premises and all passages clear of all obstructions and ready for use in case of emergency.
- The serving hatch in the kitchen must be closed after use.
- Tea towels must not be hung over radiators.
- On occasions when an Entertainment Licence is granted, seats must be joined together in groups of not less than four and not more than twelve.

Schedule of fire-fighting equipment

There are two types in the Church Centre:

- | | |
|-------------------|--|
| 1. Water | Not to be used on Electrical Fires |
| 2. Carbon Dioxide | Specifically for use on Electrical Fires but can be used on other fires. |

Please note – In the event of an electrical fire, especially one involving computer equipment or photocopiers, only Carbon Dioxide extinguishers should be used. The use of water on electrical fires could kill you.

Carbon Dioxide extinguishers are located in the Kitchen and in the Office.

Water extinguishers are located in the Main Hall and at the Top of the Stairs.

You are recommended to familiarise yourself with the locations and operating instructions printed on the extinguishers.

Church Centre Emergency Procedure

In case of fire, or other emergency which could result in a danger to life or health, evacuate the building immediately and call the appropriate emergency service(s).

To report any problem which requires immediate attention by a member of the Church Centre management team, please contact – *Lucy Bowley* - mobile 07821 544 755

To report any non-urgent matters, please contact the church office: 0118 934 4792 or office@thru-christ.org.uk.