



St. Mildred's, 30 Bingham Road Croydon CRO 7EB

T: 020 8655 1434

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Online Application for Hire

Booking date	<input type="text"/>	
Start Time	<input type="text"/>	End Time <input type="text"/>

Hall/Room	<input type="text"/>
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Customer Details

Name	<input type="text"/>
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Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Telephone	<input type="text"/>	Mobile <input type="text"/>
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Email	<input type="text"/>
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About your Hire

What is the reason for your hire?	<input type="text"/>
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If a Party please tell us who the party is for	<input type="text"/>	What entertainment are you booking?
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Do you intend to have a bouncy castle?	<input type="text"/>
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Payment

Hourly Charge £	X	Total Hours Booked Hrs	=	Total £
Hourly Charge £	X	Total Hours Booked Hrs	=	Total £
				Total Hire Fee £
Deposit Paid	To secure booking			£
Balance				£
Balance paid	4 weeks before booking			£
Damage	Ring Office for amount			£
Deposit	Due 7 days before event			

Terms and Conditions

COMPLIANCE. The hirer shall ensure that the Terms and Conditions of hire governing the use of the Centre are complied with. The P.C.C. / Centre Manager reserve the right to refuse any hiring without giving any reason and to terminate a hiring prematurely if any breach of conditions of hire occurs. The P.C.C./ Centre Manager may impose any limit to the intended number of persons attending. Only the areas booked and the equipment specified in the booking are available on the day specified. Toilets are included in all bookings, with free passage only through the main foyer.

Normally, all parts of the Centre can be let to Hirers age 21 and over but at the discretion of the Halls Manager/ P.C.C. lets may be arranged to people between the ages of 18 and 21.

DEPOSIT. The hirer shall pay one (1) hour deposit to secure the booking. The deposit is not normally refundable if the booking is cancelled.

RETURNABLE DEPOSIT. The hirer will also pay a returnable deposit (£100-£200) which is due in cash to the Parish Office or by BACS payment 7 days before the event date. This will be reimbursed after the hire, if the premises are left in good order. However, the Damage Deposit will be forfeited in part or whole at the sole discretion of the Centre Manager on behalf of St. Mildred's PCC should there be damages, breakages, loss of property or if the premises are left in an unreasonable state of cleanliness. Additionally, if the hirer and all those attending the event have not left the building within the agreed appointed period of hire, then a financial penalty will be deducted.

THE BALANCE, of the hire fee is due four (4) weeks before the booking date. Any delay in payment may result in cancellation without notice.

CANCELLATIONS. The 1 hour deposit is non-refundable.

Between 0 - 2 weeks: 70% of the total hire charge(s) are due.

Between 2-4 weeks 50% of the total hire charge(s) are due.

Though every effort will be made to avoid this, the P.C.C. / Centre Manager reserves the right to cancel any hiring, even at short notice. If possible an alternative will be offered, or the hire charge will be refunded.

In the event of a Hirer not arriving within half an hour after the commencement time of the hire, the P.C.C/ Centre Manger reserve the right to consider the hire cancelled, without return of any payments received.

SUB-LET. The hirer shall not sub-let or use the premises for any unlawful purpose or bring onto the premises anything that may endanger the building structure, the persons therein or conflict with any insurance policies relating thereto.

INDEMNITY. The hirer shall indemnify St. Mildred's PCC for the cost of repairs of any damage done or loss however caused by the hirer or those participating in the activities of the hirer to any part of the property, fabric of the building, the contents, the property belonging to hirer or its agents or Staff during or as a result of a booking. Any such cost will be charged in full and recovered from the hirer.

The Hirer shall be responsible for making arrangements to insure against any third party claims against his/her organisations whilst using the Centre (The St. Mildred's Centre is insured for claims which arise out of its own negligence). The Hirer shall indemnify St. Mildred's Centre for the cost of repair of any damages done to any part of the property including the curtailage thereof or the contents of the building during or as a result of the booking.

If the premises are so damaged by fire or any other peril or if major building works are to be carried out on the premises or to the adjoining Church the Centre Manager/ P.C.C. shall be at liberty to cancel the hiring and refunding any deposit paid. In these circumstances the hirer shall have no claim whatsoever against The P.C.C or St. Mildred's.

THIRD PARTY INDEMNITY. The hirer must arrange for insurance cover against all third party risks and claims which may be made against them and/or hirer, such insurance cover shall include public liability for members of the public attending the event held by the hirer. Likewise such insurance cover will be held in respect of volunteers and staff of the hirer, during the period of the hire.

SUPERVISION and BEHAVIOUR. The hirer shall be responsible for the supervision of the premises, protection of property and content from damage, the behavior and good conduct of all persons using the premises, during the hire period in whatever capacity they attend. In addition the hirer shall be responsible for the proper supervision of car parking arrangements so as to avoid obstruction of the Car Park and that Guests leave quietly at the end of the event. The St. Mildred's Centre cannot accept responsibility, in any circumstance, for damage or loss to Hirers' vehicles or their contents, or to the Hirers themselves while using the car park in any circumstance.

FOR HEALTH AND SAFETY of disabled persons on the premises the hirer shall ensure that all disabled persons are accompanied at all times by at least one adult who is not mentally or physically impaired. Without limitation to the P.C.C.'s other remedies under these terms and conditions for any breach of hirer of the foregoing requirement, the hirer shall indemnify the P.C.C from and against expense, liability, loss, claim or proceeding howsoever incurred as a result of or in connection with any breach of the above mentioned requirement.

FIRST AID. The Hirer shall be responsible for ensuring adequate First Aid cover is in place in any let. In the event of a fire or emergency situation, the Hirer, his agents, his guests must comply with all instructions of the Centre Fire and Emergency plan (supplied separately) or such duly authorised persons, to evacuate the building and proceed to an assembly point for the purpose of ensuring that all persons who were in the building can be accounted for.

LOSS OF PROPERTY. St. Mildred's PCC will not be responsible for any property belonging to the hirer's contractors or agents brought into the premises, the hirer must make their own insurance arrangements for such property and that of all individuals participating in the activities of the hirer within the premises during the period hire.

SALES OF GOOD and/or SERVICES: No items or services shall be offered for sale, rent or advice given that infers or implies endorsement by St. Mildred's PCC, who shall not be responsible for any third party claims for compensation arising or made against the hirer or their agents.

OBSERVANCE OF THE LAW. The hirer shall be responsible for observance of all health & safety regulations and those relating to the premises stipulated by Licensing Justices, the Performing Rights Society, Fire Authority, the local authority or otherwise including Environmental Health and Environmental Protection Act 1990 with special attention to music noise nuisance.

The hirer will ensure that the terms of St. Mildred's Licences' and in particular the Alcohol License are adhered to; taking steps to ensure that no alcohol is sold to people under the age of 18, or to those who are inebriated.

The hirer shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by St. Mildred's.

SMOKING. There is a no smoking policy maintained throughout. Your cooperation is appreciated.

ILLEGAL DRUGS Under no circumstances will the sale or consumption of ILLEGAL DRUGS or substances be tolerated; appropriate action will be taken immediately to end the booking should this occur.

DECORATION. Promotion material such as posters and decoration can be hung from picture rails located around the perimeter wall. We request that only 'white-tack' is used on the brick walls. No alteration may be made to the existing lighting arrangements without the specific permission of the Centre Manager.

ENDING THE EVENT. The hirer or their agent should not serve any alcoholic beverage after 10:30 PM. The hirer or their agent should not play any music whatsoever after 10:30pm. At least half-an hour before the event end time the hirer is requested to prepare for vacating by clearing the areas to facilitate cleaning. The hirer is requested to leave premises clean and tidy with the floors swept, clearing spillage and wiping table tops as necessary and returning tables and chairs to the storage area. If hall is left in an unreasonable condition the cost of cleaning will be deducted from the Damage Deposit. The Hirer must agree to vacate the premises on time, or to pay any overtime if an extension is granted

PROPERTY. All property of the hirer and the hirer's agents including decorations for the event shall be removed from premises no later than the agreed event end time.

AGREEMENT. In agreeing the rules and conditions set out above the hirer accepts that St. Mildred's PCC has the right to end the period of hire and terminate this agreement should any breach of these conditions of hire occur. Likewise the hirer shall ensure all activities undertaken during the use of facilities provided by St. Mildred's PCC are in accord with equal opportunities without prejudice of race, gender, sexual orientation, religious or political persuasion.

SAFEGUARDING. When children and vulnerable adults are present at functions, their carers, parents and guardians are required to ensure the behaviour is kept within acceptable limits.

In every letting there shall be deemed to be implied an undertaking on the part of the Hirer to strictly observe the provisions of section 37 of the Children and Young Persons Act 1963, or any statutory modification thereof being in force at that time.

The hirer will confirm on the application form sight of and compliance with St. Mildred's Safeguarding and Child Protection Policy.

The Hirer is required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury loss or damage occurring. The Hirer, for any event at which children are present, shall provide a sufficient number of stewards in and around the Halls to control and facilitate the entrance and departure of the audience and shall comply in all respects with the provisions of the Children's and Young Persons' act 1933, together with any statutory modifications thereof for the time being enforce.

IN ACCEPTANCE OF THE ABOVE TERMS, RULES & CONDITIONS PLEASE SIGN BELOW

Please tick here [] I accept the terms and conditions

Please tick here [] I have a copy and I understand the '*Rules and Hirers Agreement for users of Parish Facilities*'.

Confirm by typing your name in the box below

Please consider the environment - only print this email if necessary

In the event of a serious breach of the above conditions the hirer shall forfeit use of the premises and shall forfeit also to the P.C.C. any sum paid by him for such hire. The Centre Manager shall also be at liberty to sub-let to any other person.

The St. Mildred's Centre is financed by the Parochial Church Council of St. Mildred's Church, Addiscombe and is intended for use in conjunction with the ministry of the Church. The Centre is non profit making and is offered for use by others, particularly those in the local community when not required by the Church, in order to assist with maintenance costs and to be the practical expression of our mission statement

"Serving the Community in the Love of Christ"

Bank details are as follow: Nat West: A/c: 33859701 Sort code: 60-01-04

Payable to: St. Mildred's PCC.