

# Church of the Saviour, Collyhurst

## booking form for a single occasion hire

**BOOKINGS**

Provisional bookings must be confirmed within one month by completing all sections of this booking form and returning it with a non-returnable booking fee of £50. The booking fee will be deducted from the full invoice which must be paid one month in advance of the hire date. Cheques should be made payable to "Church of the Saviour PCC". Cash cannot be accepted.

**Payment by BACS**

Account Church of the Saviour  
Bank Barclays  
Account No 80252468,  
Sort code 20-64-12.

Bookings are accepted on the basis of the attached Terms & Conditions of Hire by the event organiser as named on the appropriate booking form, who represents the client organisation and who has the authority to enter into a legally binding contract on behalf of the client.

**SUPPORTING DOCUMENTATION**

Please include the documents and evidences listed below with your application

- Proof of ID
- Copy of Child Protection Policy
- Copy of Public Liability Insurance
- Copies of relevant PAT certificates
- DBS Disclosure(s)

**PLEASE NOTE**

Hire of the facilities does not give hirer exclusive use of the building. Limited use of the kitchen is available at no extra charge by arrangement.

**FOR ENQUIRIES AND MORE INFORMATION**

**Church Office**  
Church of the Saviour Rectory  
Eggington Street  
Manchester M40 7RN  
Tel: 0161 205 2808

Email  
info@thesaviour.org.uk



**WE WISH YOU A HAPPY  
AND SUCCESSFUL FUNCTION**

Please keep a copy of this form  
for you own records

Title of Event/Purpose of Hire		
Name of Organisation (if any)		
Name of Hirer		
Address		
Post Code		

Home Telephone Number		
Work Telephone Number		
Mobile Number		
Email Address		
Organisation/Hirer has charitable status or is claiming community rates.		Y/ N
Organisation/Hirer will be using non-Church electrical equipment in building.		Y/ N

Day of Hire	MON	TUE	WED	THUR	FRI	SAT	SUN
Start Time							
End Time							
Date of Hire							

**(These times must include preparation and clearing up time)**

Numbers Attending	Adults		Under 18	
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Facilities Required	Hire Charge	No. Hours	Price
Worship/Conference Hall <sup>1</sup>	£20 per hour		£
Community Lounge <sup>1</sup>	£20 per hour		£
Heating	£ 6 per hour		£
<b>Other</b>		Flat rate charge	£
Audio Visual Technology (does not include laptop)	£30		£
Kitchen (full use of facilities including a range cooker)	£40		£
<i>Office use only</i>		Sub Total	£
<b>Charitable Status or Community Rates discount @</b>		£	<b>TOTAL</b> £

I confirm that the information given on this form and supporting documents are current and correct. I confirm that I have received, read and understood the Terms and Conditions of Hire for The Church of the Saviour and agree to abide by them

Signature	Date
Name in capitals	

**GETTING CLOSER**

*To our neighbours: To each other: To King Jesus*

*"I came so they can have real and eternal life, more and better life than they ever dreamed of."*

*John 10:10 from The Message*

## Definitions

- The following definitions apply to these paragraphs (1-21 and a-w):
  - building:** the whole of the church including the curtilage
  - premises:** the areas of the building subject to the hire agreement
  - common areas:** the toilets, circulation areas, & entrances within the building, & kitchen if specifically agreed with THE HIRER

## Liability

- THE HIRER shall indemnify the PCC, its officers and employees in respect of the cost of repair of any damage done to any part of the building or its contents during or as a result of a booking (including any loss of income by the PCC arising from the damage) and in respect of any liability to third parties or otherwise arising out of the use of the building pursuant to the booking.
- THE HIRER must ensure that appropriate third party liability insurance exists for a minimum level of £5 million. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the building. THE HIRER may be asked to disclose their insurance cover to verify this.
- In the event of the building being rendered unfit for use by the HIRER, the PCC shall be under no liability for any resulting loss or damage whatsoever.

## Payment & Cancellation

- THE HIRER shall pay the hire charge and any other agreed fees at least one month prior to the start of the hire. If confirmation is not made the PCC shall be entitled to offer the premises for alternative hire.
- Payment can be made by cheque or BACS. If a cheque is dishonoured the booking will be automatically and without notice cancelled.
- If THE HIRER wishes to cancel the booking, the PCC may, at its absolute discretion, refund the fees but shall be under no obligation to do so.
- The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise. In the event of the PCC cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.
- The HIRER shall be liable and invoiced (as appropriate) for the costs of any non-routine cleaning and/or repair of damage caused to the building arising as a result of the hire.

## Licensing

- THE HIRER shall be responsible for obtaining and maintaining any local authority or other licences necessary in connection with the booking.
- THE HIRER shall be responsible for the observance of all regulations affecting the building imposed by the Licensing Justices, the Fire Authority, and the Local Authority or otherwise.
- Alcohol cannot be sold in the building. THE HIRER is not permitted to apply for occasional licences for the sale of intoxicating liquor in the building.

## Safety

- THE HIRER shall not sub-let or allow any other person(s) to use the premises nor shall they use the premises or common areas for any unlawful purpose or in any unlawful way or do or permit anything or bring or permit to be brought into the building anything which may endanger the building, its users, or any insurance policies relating thereto.
- For events involving children, young people and vulnerable adults, THE HIRER confirms that they are familiar with the Home Office code of practice 'Safe from Harm', and with the Manchester Diocesan Safeguarding Guidelines ([www.manchester.anglican.org/safe-church/policies](http://www.manchester.anglican.org/safe-church/policies)). THE HIRER understands these policies and procedures & undertakes to follow their recommendations in relation to any work with children, young people and vulnerable adults. Children are not allowed in the kitchen.
- THE HIRER shall during the period of hiring, be responsible for supervision and security of the building, protection of the fabric and contents from damage, and the behaviour of all persons using the building or having access to the building, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway.
- THE HIRER shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

## General Use

- THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
- THE HIRER acknowledges that no tenancy is intended to be created between the PCC & THE HIRER & no relationship of landlord and tenant exists between them.
- Where the HIRER is provided with keys to the building, these keys must be returned to the Church Office within seven days of the termination of the contract. The keys shall not be copied nor given or lent to any third party.
- THE HIRER shall ensure that the Rules governing the use of the building are complied with.

- The right is reserved for a representative of the PCC to enter any part of the building at any time.

## Rules Governing Use of Building

### General

- The Saviour, Collyhurst, is a **CHRISTIAN CHURCH** and activities inconsistent with the church's ethos statement are not allowed in the building. No acts of worship, other than Christian worship, are permitted in the building.
- BOOKING TIMES** must be adhered to and **must** include setting up and clearing up time. Prior permission for any extension must be obtained in writing and may be withheld at the PCC's absolute discretion. THE HIRER books for the use of the premises and not the surrounding area. The Hirer is responsible for the preservation of good order.
- THE PCC** reserves the right to refuse bookings without the need to give reasons. The PCC's decision in this matter is final and not open to negotiation.
- ALL ADVERTISING** material must be submitted to the church administrator for approval. All such material must clearly display the name of the person or organisation responsible for the event.
- EVENING USE.** The building must vacated by 10.30pm. No extensions beyond this time can be accepted.
- NOISE/DISTURBANCE.** THE HIRER is responsible for ensuring the avoidance of all unnecessary noise or disturbance likely to cause annoyance to occupants of surrounding properties during the period of hire and on departure. In particular, noise from the building should not be heard beyond the boundary fence between the building and the Vicarage after 7pm unless expressly agreed in advance with the Vicar.

### Care of Building

- CARE OF THE BUILDING. THE HIRER** is expected to take reasonable care of the building, fittings, equipment and furniture, and in particular is not permitted to put nails, sellotape, blutack or other fixings into the walls, floor or ceiling.
- DAMAGE.** THE HIRER shall be liable to pay for all damage caused by accident or improper use either to the fabric or equipment. Any breakages within the building must be reported to the church administrator and will be charged and invoiced to THE HIRER. Fire appliances must only be used in genuine cases of emergency.
- THE HIRER** shall not interfere in any way with the electrical equipment of the building. No equipment may be switched on or plugged in without prior written consent. Any equipment brought to the building for use shall be effectively earthed and fitted with a 3-pin 13-amp plug fused at not more than 13 amps.
- LOCKING UP.** If THE HIRER is given keys they will be issued with instructions for locking the building. These instructions shall be followed at the end of the hire. All fire doors and windows must be closed, all doors locked and all lights switched off THE HIRER may be held responsible for any additional energy costs, theft or damage to the building which may result from a failure to follow these instructions.
- SMOKING** is not allowed in any part of the building, including the toilets.
- CLEANING UP.** THE HIRER is responsible for leaving the premises in a clean and tidy state (including restoring any temporarily moved items to their original place) and for the removal of all rubbish from the building at the end of their hire (THE HIRER is not permitted to use the church bins).

### Access

- NO ACCESS** will be permitted to any part of the building other than the premises and the common areas.
- PARKING.** There is on-site parking but must not block entrances to the building, the rectory, the rectory garage or the escape ramp.
- ANIMALS.** Only guide dogs are permitted inside the building.

### Safety

- FIRE EXTINGUISHERS.** THE HIRER should familiarise themselves with fire regulations, appliances and exits. The Fire Brigade should be called out to any outbreak of fire, however slight, and the incident reported to the church administrator or warden.
- FIRE EXITS** must not be obstructed at any time.
- SMOKE DETECTORS.** There are smoke detectors in the St Paul's Centre and under no circumstances should any kind of smoke be used as this will set off the fire alarms.
- FIRE ALARM ACTIVATION POINTS.** Except in a genuine emergency where there is need to vacate the building due to an outbreak of fire, THE HIRER should ensure that no one tampers with the activation points as this will set off the fire alarm.
- FIRST AID.** A first aid box is located in the kitchen.
- ACCIDENTS.** Any incident involving personal injury must be recorded in the Accident Book (located with the First Aid box). Serious injuries should be reported to a member of the church as soon as it is feasible.
- HIGHLY FLAMMABLE** substances are not permitted on the building.
- TELEPHONES.** There are no public telephones in the building. THE HIRER must ensure that they have access to a mobile telephone in case of emergencies.