

**ST LUKES CENTRE – WALMER ROAD - SEAFORD**  
**APPLICATION TO HIRE**

Issue 28 June 2019

**This page ONLY should be completed and returned to the**  
**Hall Booking Secretary: Bob Geering, 22 Kingsmead Walk, Seaford BN25 2EX.**  
**Tel: 01323 891393 Email [hallbookings@seafordparish.org.uk](mailto:hallbookings@seafordparish.org.uk)**  
**Together with the booking fee and deposit. (on separate cheques please)**

**Please retain the second page, and the Booking Conditions for your own reference and hall information.**

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NAME OF APPLICANT: (Organisation or individual) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTCODE : \_\_\_\_\_ TELEPHONE (incl code) \_\_\_\_\_

MOBILE: \_\_\_\_\_ E Mail: \_\_\_\_\_

Person Responsible (if different from above) \_\_\_\_\_

**Date & Time of use:**

DATE: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

*(Bookings for political purposes are not accepted)*

Approximate number of people attending: \_\_\_\_\_

**I would like the folding doors OPENED / LEFT CLOSED for this event.** (these must only be operated by trained staff to avoid injury or damage)

**Payment in full on application £\_\_\_\_\_ plus a deposit of £50 (this should be presented on a separate cheque)**

Please note Clause 7 of our Terms & Conditions regarding our requirement for a 'Good Order Deposit' of £50, this will be refunded after the event assuming there are no problems.

All payments should be sent to the Booking Secretary – (see form header)  
Cheques should be made payable to "**Parochial Church Council of Seaford**"

***I have read and will comply with the terms and conditions of hire.***

Hirer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved by : \_\_\_\_\_ Date: \_\_\_\_\_

**CURRENT HIRE RATES:**

*(effective 1st May 2016 until further notice) per session of 4 hours (the minimum hire period). Hourly rate thereafter £12.*

**Minimum Hire, 4 hours £55, plus £12 per hour thereafter.**  
**Children's Birthday Party £45 fixed rate, maximum 4 hours**

**Secretarial use only**

Reference

Entered on calendar

acknowledged

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**ACCESS TO HALL. UNLESS YOU HAVE MADE ALTERNATIVE ARRANGEMENTS, YOU WILL NEED TO PICK UP THE KEY FROM THE CARETAKER MS DEBBIE NICHOLSON AT 111 LEXDEN DRIVE . PLEASE RING HER ON 07900 460056 A COUPLE OF DAYS BEFOREHAND TO INTRODUCE YOURSELF AND ARRANGE A TIME. AFTER YOU HAVE FINISHED AND SECURED THE BUILDING THE KEYS SHOULD BE RETURNED TO HER. (PLACE IN LETTER BOX)**

**CHILDREN ARE NOT ALLOWED IN THE GARDEN UNSUPERVISED.**

**PLEASE NOTE: DO NOT TOUCH THE FOLDING DOORS. THEY ARE HEAVY AND COULD CAUSE DAMAGE TO THE DOORS AND TO YOU IF THEY COME OFF THE RAILS. IF YOU WOULD LIKE THEM OPEN PLEASE LET THE BOOKING SECRETARY KNOW ON THE FORM WHEN YOU BOOK.**

**THE EXIT DOOR AT THE REAR OF THE BUILDING IS ALSO A FIRE DOOR AND WILL UNLOCK IF THE HANDLE IS PRESSED. PLEASE ENSURE THIS DOOR IS LOCKED FROM THE INSIDE BEFORE LEAVING FROM THE TOWER DOOR**

**YOU ARE RESPONSIBLE FOR ENSURING THAT ALL EQUIPMENT IS RETURNED TO ITS ORIGINAL POSITION BEFORE YOU LEAVE. PLEASE PROVIDE YOUR OWN BIN BAGS TO CLEAR ALL RUBBISH AND TAKE AWAY WITH YOU. WE DO NOT HAVE A RUBBISH COLLECTION SERVICE.**

**TABLES, CHAIRS, AND BROOMS ARE KEPT IN THE SMALL ROOM TO THE RIGHT OF THE CHANCEL. PLEASE MAKE SURE THE HALL IS LEFT IN A CLEAN CONDITION.**

**ANY QUERIES REGARDING THIS HIRE SHOULD BE DIRECTED TO THE HALL BOOKING SECRETARY:**

**BOB GEERING, 22 KINGSMEAD WALK, BN25 2EX, Tel: 01323 891393**

**Email: [hallbookings@seafordparish.org.uk](mailto:hallbookings@seafordparish.org.uk)**

## Terms & Conditions of Hire

1. All applications for hire of the Hall must be made in writing and signed by a responsible person. Full payment is required at the time of booking. No refunds are given within 28 days of the event. The Parochial Church Council (hereinafter called the PCC) or its representatives reserve the right to refuse or cancel a booking without explanation. Where cheques are returned by the bank unpaid we will make a £10 Administrative Charge for each cheque. For regular bookings the hire fees must be made either QUARTERLY or MONTHLY by arrangement with the booking secretary
2. The Hirer is to make arrangements with the Booking Secretary for the collection and return of the Hall keys.
3. The Hirer is to ensure that the premises are used only for the purposes set out in the application. No booking will be accepted for political purposes (except for use as a Polling Station by the local authority). There is to be no subletting. In the case where tables are let to other organisations e.g.; for a table top sale, a list of those other organisations will be required by the booking secretary before the date of hire.
4. The Hirer is responsible for the safety of those attending the event. The hirer shall be responsible for ensuring that all adults meet child protection & adult safeguarding legislation requirements and that at least 1 adult leader has a current first aid certificate. The PCC accept no liability for injury to persons or property arising from the use of the premises. Hirers are advised to ensure that they have themselves arranged any necessary insurance cover to meet their obligations as organisers of an event / function. Where inflatable or play equipment is to be used, such as 'Bouncy Castles', it is the hirer's responsibility to ensure that appropriate insurance cover is in place to cover the event. Please Note: Only the smallest Bouncy Castle is permitted to avoid ceiling damage
5. Any accident or incident which requires first aid or medical treatment must be noted on one of the Accident/Incident Report Forms which hang in the kitchen. The completed form should be returned with the keys on leaving the premises. Please also complete a form to register any first aid equipment used.
6. Children under the age of 12 years must not use the kitchen facilities. Children should NOT be allowed in the garden unsupervised.
7. A 'good order' deposit of £50 is applied in addition to the standard hire charges to cover (wholly or in part) any loss or damage resulting from the misuse of the premises. Where no damage occurs, the 'good order' deposit will be returned once the hall has been inspected after the event. The person in whose name the booking was made will however remain responsible for compensating any additional costs to cover loss or damage to the hall or its contents occasioned by the booking, which may exceed the 'good order' deposit.
8. The Hirer must ensure that no excessive noise emanates from the Hall to the annoyance of people living nearby, consideration regarding noise and inconvenience should be given to local residents when parking motor vehicles etc.
9. Money and valuables are brought into the Hall at their owners' risk and the PCC will not accept liability for any loss or damage.
10. Heating or timer controls must not be altered or interfered with in any way
11. The hours of hire must be strictly adhered to and may only be extended with the express permission of the booking secretary, however extensions beyond 10pm will not be considered. **Premises are not available for New Year's Eve events.**
12. The heavy partition doors must only be operated by a trained person. Consult the booking secretary if these need opening or closing.
13. The caretaker, or anyone acting on behalf of the PCC retains the right of entry to the Hall at all times.
14. Before the premises are vacated, they must be left in the condition in which they were found and **all rubbish is to be removed by the Hirer.**

*An inspection of the Hall will be undertaken after each letting. The Hirer will be liable for additional charges if an excessive amount of time is required to clean the Hall after an event or the heating/lights are left on/taps left running.*

14. **SMOKING:** Hirers are reminded that legislation prohibits smoking anywhere within our premises.

15. **EMERGENCY REQUIREMENTS:** To conform to Fire Safety recommendations:

(a) *The Hirer / users must ensure that the total number of persons present at any one time is restricted to ONE HUNDRED (100).*

**(b) Hirers are to ensure that they are fully conversant with the location of emergency equipment, i.e. Fire extinguishers, first aid kit and that they know of the location of all emergency exits and that this information is made known to all attending their event / function.**

(c) *When the number of persons present totals from SIXTY (60) upwards to the maximum ONE HUNDRED (100) the exit door (i.e. the front entrance door) must be kept secured in the open position. Encumbrance of Lobby: To facilitate evacuation, the entrance lobby must be kept clear of any obstruction, e.g. baby buggies and the like, at all times.*

**(d) There are no public telephone facilities on our premises; it is recommended therefore that the Hirer carries a mobile telephone for use in an emergency.**

16. **INTOXICATING LIQUOR** Neither St Leonard's Hall nor St Luke's Centre are licensed for the sale of intoxicating liquor, nor is the consumption of alcoholic beverages permitted at any booked event taking place on either premises. "Special Occasions" i.e. a toast at say a 25<sup>th</sup> Anniversary for church members can be referred to the Vicar and Churchwardens for consideration. (Alcoholic beverages won in raffles and tombola's do not require a licence as long as the container is not opened whilst on the premises).

17. **HEALTH AND SAFETY REQUIREMENTS:** All electrical equipment belonging to either premises offered for hire is tested annually for electrical safety and displays a certified test sticker. Any electrical equipment which is brought into the premises for use during a period of hire is used at the hirer's risk. Such equipment which is used regularly should be PAT tested to meet the required safety standard. It is the responsibility of the hirer to ensure that any Food Safety Requirements are met. Apart from private parties, if refreshments are sold/served to the public then at least one person should hold a Food Safety Certificate. Please ensure that the food monitoring form hung in the kitchen is completed on occasions when food is served. Please refer to [www.food.gov.uk](http://www.food.gov.uk) or Lewes District Council.

18. The Hirer will be wholly responsible for satisfying any conditions imposed by any statute, regulation, by-law or otherwise in respect of any performance or other event which it is proposed to hold on the premises and for obtaining any requisite licence, performing right, copyright or other permission.

19. **STORAGE FACILITIES** (Applicable to frequent / regular hirers) Storage is extremely limited at both of our premises and where granted, is on the understanding of being on a 'concessionary' basis. The amount of storage space provided must be strictly adhered to and kept in a tidy state at all times. Any property so stored is at the owners risk the PCC having no liability for its loss or damage. As with any concession, it may be refused, varied, or withdrawn at any time by the PCC or anyone acting on its behalf.

20. **DISPLAYING NOTICES/POSTERS** Consent to display any notice on our premises is required in advance from The Parish Administrator, Parish Office, Church Lane, Seaford, BN25 1HL. Posters may be put in the letter box for consideration, preferably 3 weeks in advance.

21. **DOGS** – No dogs are permitted, except trained assistance dogs.

**IMPORTANT NOTE**

**By your signature on the Application to hire our premises  
you are deemed to have understood and accepted all of the  
Terms and Conditions of Hire set out herein  
on behalf of yourself and / or your organisation.**