



Diocese of Paisley St John the Evangelist

Application for use of the Parish Premises

NAME

ADDRESS

.....

Tel/mobile

Email

Are you a parishioner: Yes / No

Which area do you require: The **Main Hall** holds 130 people.

Meeting room one holds 30 people, [refreshment facilitates for this venue by arrangement]

On: (date) Fromam/pm toam/pm.

Nature and purpose of event

Details of numbers expected to attend: Adults..... Children.....

Please provide any other information which you think may help us when considering your application.

Please insert a ✓ in the appropriate box

- | | | | |
|---|--------------------------|--------------------------|--|
| 1. Do you require kitchen facilities? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2a. Will alcohol be served? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2b. Do you wish to sell alcohol? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.c Do you have a valid occasional License from East Renfrewshire Council | <input type="checkbox"/> | <input type="checkbox"/> | |

Please note that the person making the application is responsible for ensuring and compliance with the General Rules and Conditions of use (see overleaf) and with any instruction given by a member of the Management Team or person in charge.

SAFEGUARDING

If your group works with children or vulnerable groups, it is your responsibility to ensure that the relevant Safeguarding policies and PVG certificates are in place.

Please sign below to indicate full compliance and complete either agreement 1 or 2:

SIGNED..... Print Name: DATE

Please return to: The Church House for the attention of the Administration Team

Administration use only
Date booking confirmed/rejected with applicant;
Date deposit paid
Date hire fee paid
Received by;
Safeguarding Agreement signed;



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Hire Fees 2019

Main Hall	£25ph
Meeting room 1	£15ph
Meeting room 2	Not available at the moment
Kitchen	£20
Kitchen	£5 [Established regular Groups]
Social Events Fri/Sat evenings Includes use of Bar & Kitchen	£150.00 Fri/Sat 5pm–midnight £25ph for additional hours by negotiation
Use of stored Furniture Tables/chairs	By negotiation
Deposit	£100.00

Payments

All payments are to be made directly to **St John's RC Church**

Once payment has been received it will be regarded as acceptance of the conditions of hire. Until this form is returned, and payment made, your booking is provisional.

Privacy Notice; Protecting your Privacy

This Parish is part of the Diocese of Paisley and a physical record of your contact information will be held securely by the Parish. We comply with all GDPR legislation and we do not transfer your data to third parties. In any event, we will endeavour to only keep Personal Data for as long as is necessary and to delete it when it is no longer so.

Many thanks for your understanding. You can read our full Privacy Notice at www.stjohns-barrhead.org/privacy-policy or a hard copy can be requested from your Parish Priest.



Diocese of Paisley

St John the Evangelist

General Rules and Conditions of Booking

1. It is for the applicant to ensure that they meet all legal requirements and conditions that may affect their use of the hall/ room or the running of any event
2. Applicants should be aware that this is Church premises, and we ask that you are respectful our ethos.
3. Weddings are governed under separate booking conditions which will be supplied when a wedding booking is made.
4. The Hall Management Team reserves the right to refuse any application or subsequently withdraw acceptance. Please note we will not accept bookings for 13-25yo birthday parties.
5. All applicants must be over 25 years of age.
6. The maximum capacity is indicated on confirmation document. No exceeding this will be permitted.
7. All functions must finish with guest exiting the building by mid-night,
8. Smoking is NOT prohibited in all areas of the building including the entrance to the hall.
9. The use and sale of alcohol may only occur with the explicit permission of the Management Team as detailed on confirmation document. A copy of the licence application from the East Renfrewshire Council must be submitted to the Management Team 7 days prior to the event. Normal Licensing rules apply.
10. Taking of glasses/bottles outside is not permitted. Persons doing so will be asked to leave the function. As in accordance with Licensing laws.
11. The applicant shall be responsible for damage to the hall/room or its fixtures and fittings. The hall/room shall be inspected before and after an event. Any damages shall be notified to the applicant. The sum required to repair the damages should be paid within 7 days thereafter. For the avoidance of doubt, breakages of glassware and crockery shall not be billable provided such breakages are not excessive. The amount deemed excessive shall be determined at the discretion of the Management Team.
12. Music and noise must be kept to a minimum at any event which coincides with the time of Mass or events taking place in the Church.
13. All food catering is the responsibility of the applicant – however a reputable catering firm should comply with current food legislation. External Caterers Declaration form or Personal Catering Declaration form must be completed.
14. All children must be supervised. Children are not allowed to play in the grounds surrounding the Church.
- 15. After the function the hall/room must be left in a neat and tidy condition and all furniture returned to original location.**
- 16. All refuse should be removed and deposited in appropriate recycling containers and bins.**
17. The use of confetti within the hall/room is banned.
18. Application should be made in good time to allow consideration by the Management Team and response to be made.
19. Parish groups are expected to renew their application for use of the hall on an annual basis and will be reviewed every six months.
20. Only Parish groups may store resources in the Hall at the discretion and direction of the Management Team.
21. No materials can be left in the Hall after a function. Any materials left in the Hall will be removed/disposed of.
22. The applicant will be responsible for good order throughout the event.
23. The Management Team will not be responsible for the loss of or damage to goods, property and personal effects.
24. No application for the use of the Hall/Meeting room may be transferred to any other organisation without the prior approval of the Management Team and renewed application documentation.
25. The applicant is responsible for informing those who are attending the event of the fire safety protocols.
26. In the event of an untoward incident please contact the necessary authorities and a member of the Management Team.
27. Vehicles left in the car park; owners do so at their own risk.



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Safeguarding Children, Young People and Vulnerable Adults

Agreement 1

In order to safeguard children, young people and vulnerable adults, a person responsible for hiring the premises must sign one of the following declarations:

- I/the organisation that I represent am/is committed to protecting and safeguarding children, young people and vulnerable adults.
- I/the organisation that I represent have/has a Safeguarding Policy in place and have/has an understanding of it and undertake(s) to follow the Code of Practice contained therein. A copy of the full policy is attached.
- All those who are working with children, young people or vulnerable adults during this Hall Let have gained membership of the PVG Scheme.
- I understand that if the organisation I represent is found to be in breach of this declaration, the Church reserves the right to cancel any leasing or hiring agreement immediately.

Signature:

Date:

(Responsible Person)

Name in full:

Or a parent or responsible adult of each child and young person under the age of 18 will be present.

Signature:

Date:

(Responsible Person)

Name in full:

Or the hire of the hall does not involve work with children, young people or vulnerable adults.

Signature:

Date:

(Responsible Person)

Name in full:



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Agreement 2 For non-Parish groups to hire a Hall/other premises

Name of Centre:

Name of Organisation:

Period of Let: From **To**

*I confirm that the above-named organisation has procedures in place for the care and protection of children, young people and vulnerable adults in our group, a copy of which is attached herewith for your information.

*I confirm that as the above-named organisation *does not* have procedures in place for the care and protection of children, young people and vulnerable adults in our group, we will observe the relevant legislation.

Name:

Address:

.....

Position within Organisation:

Signature:

Date:

** Please delete as appropriate*