



# Booking Form 2018

**St. Matthias' Church Centre**  
**Babbacombe Road, Torquay,**  
**TQ1 1HW**  
**01803 214175**  
**admin@st-matthias-church.org**

**Booking No:**

<b>Name</b>		<b>On behalf of</b>	
<b>Address</b>			
<b>Postcode</b>		<b>Tel: Day</b>	
<b>Email</b>		<b>Tel: Eve</b>	

*Please complete A or B plus C below:*

<b>A) SINGLE BOOKING</b> <ul style="list-style-type: none"> <li>Date required:</li> </ul>	<b>B) REGULAR BOOKING</b> <ul style="list-style-type: none"> <li>Day of week required:</li> <li>Frequency (e.g. weekly/monthly):</li> <li>Commencement date:</li> <li>Dates <i>not</i> required: <i>If necessary please attach further details.</i></li> </ul>
<b>C) BOOKING DETAILS</b>	
<ul style="list-style-type: none"> <li>Booking start time (on the hour or half hour):</li> <li>Booking end time (on the hour or half hour): <span style="float: right;">(Premises to be vacated by 10:30pm)</span></li> <li>Name of room <span style="float: right;">Numbers attending (approx)</span></li> <li>Purpose for which room(s) required</li> <li>We have the following facilities and equipment available in <i>some</i> rooms. Please indicate (✓) if you would like to use them:            Kitchen <input type="checkbox"/>, tables <input type="checkbox"/>, chairs <input type="checkbox"/>, projector <input type="checkbox"/>, screen <input type="checkbox"/>, dvd player <input type="checkbox"/>, piano <input type="checkbox"/>  <b>NB Not all facilities are available in all rooms. We advise checking before booking.</b></li> <li>Will alcohol be served? Yes/No If so, will there be a charge? Yes/No (See over concerning licences required for alcohol.)</li> <li>Safeguarding – I am aware that it is my responsibility to follow safeguarding procedures – see over for details Yes/No</li> <li>Cost per booked session – see table below £ <span style="float: right;">(minimum 2 hour session)</span></li> <li><i>Please refer overleaf for Conditions of Booking including Health &amp; Safety Policy &amp; Procedures.</i></li> </ul>	

**COSTS FOR 2018 INCLUDING PREPARATION AND CLEARING UP TIME**

Room	Minimum Hire 2 Hours	Hourly Rate thereafter
<b>Peter Larkin Hall</b>	£33.00	£16.50
<b>Pine Room</b> (inside space only)	£22.00	£11.00
<b>Mary Alexander Lounge</b>	£22.00	£11.00
<b>Rose Price Room</b>	£17.00	£8.50
<b>The Ark</b>	£17.00	£8.50
<b>Hire of cooker in Hall</b>	£5 per session	
<b>St Matthias Church</b>	Price on application. Hirers of the church to be responsible for stewarding their own events.	

PAYMENTS	
<b>Single Bookings:</b>	Please enclose payment with your booking form.
<b>Regular Bookings:</b>	Please pay monthly in advance or contact the Office to make alternative arrangements. BACS payments: Sort Code: 405240 Account No: 00017933 and please email <a href="mailto:admin@st-matthias-church.org">admin@st-matthias-church.org</a> to let the office know each time a payment has been made. Cheques payable to: PCC St. Matthias.
<b>Cancellations:</b>	<b>Cancellations: Please note that bookings not cancelled at least 3 working days in advance will be charged for at the usual rate.</b>

I should like to make the above booking at St. Matthias' Church Centre. I confirm that I have read, and will comply with, the above conditions and those overleaf.

Signed ..... Date .....

*Please return this form to St Matthias Church Centre. Your booking will be confirmed by email or post as appropriate. Please note that it may occasionally be necessary to alter your booking due to unforeseen church events or emergency repairs. We will always endeavour to provide good notice and to offer an alternative if this occurs.*

**FOR OFFICE USE ONLY**    Signed ..... Date .....    Confirmed .....

Calendar     Hirers

## CONDITIONS OF BOOKING

**Safety Arrangements:** The Hirer will be responsible for briefing responsible event staff of the safety arrangements in place in the event of an emergency, eg evacuation procedures, assembly point, arrangements for calling emergency services, location of first aid and fire equipment etc. (First Aid boxes are located in the Office, Lounge, Hall kitchen, Pine Room and Church.) See Health & Safety section below.

**Disabled Persons:** The Hirer must ensure arrangements are in place for evacuating disabled persons in the event of an emergency.

**Equipment:** The Hirer must ensure that all equipment brought onto the premises is fit for its intended purpose and compliant with 'Health & Safety' regulations. Electrical items used on the premises must have an up to date PAT test certificate. The Hirer remains responsible for the operation and safety of any such equipment. Popcorn makers and smoke machines **must not** be used in the Centre as they will activate the fire alarm.

**Supervision and Safeguarding:** The Hirer will be held responsible for the effective supervision and arrangements of their activities on the premises, to ensure that no adverse noise or behaviour arises that will impact other users or neighbouring dwellings. Hirers of the church or centre must be responsible for stewarding their own events, ensuring that fire exits are kept clear. Hirers are responsible for ensuring adequate safeguarding procedures are in place for children and vulnerable adults. For regular bookings we may want to discuss these with you so that we can be assured that people using our premises are kept safe.

**Smoking or the use of e-cigarettes** is not permitted anywhere in the Church or Church Centre.

**Hazardous Materials:** The Hirer must ensure that no highly combustible, hazardous substances or equipment are brought onto the premises.

**Insurance:** The Hirer must ensure that additional insurance cover is taken out for any activities where the public or the property are at an additional risk deemed to be outside the remit of St Matthias' public liability insurance.

**Publicity of Activities:** We have limited space for the publicity of events but will try to help where possible. Please contact the Centre Office.

**When leaving the premises, please ensure that:**

- **Lights are switched off**
- **Windows are closed**
- **Radiator controls are returned to Level 2**
- **Water heaters and kettles are unplugged**
- **Room furniture is returned to its original position**
- **The room is swept particularly if food has been served**
- **If you are the last group to leave, please ensure you close/lock the front door by dropping the catch.**

### **Kitchen Facilities:**

The Peter Larkin Hall, Mary Alexander Lounge and Pine Room have kitchen facilities and food may be served in these rooms. Please check the facilities available before booking as they vary from room to room. (The Pine Room facilities are very limited and crockery is not available in this room.)

**Kitchen Areas:** are to be left clean and tidy and any left-over food and packaging must be taken home including empty bottles - black bin liners are provided for this purpose. Please note that we do not have recycling facilities for glass.

**Alcohol:** may be consumed, provided that the Centre Office is advised in advance. However, functions at which alcohol will be **sold** will require an Occasional Licence from the Council. Please attach a copy of the licence to the booking form for retention in the Centre Office.

**Car Parking:** there is a small car park at the front of the centre for disabled persons and for dropping off only. There is a larger car park for general use at the rear of the church.

**Data Protection:** the personal data on this form will be held and processed in accordance with the General Data Protection Regulation (2018) and with the Data Privacy Policy of St Matthias Church. It will only be used for maintaining our records and for processing your booking and will not be passed on to third parties without your consent.

## ST MATTHIAS HEALTH & SAFETY POLICY & PROCEDURES

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, voluntary helpers, and facility users. We will endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, visitors and others who may visit the church, church centre and church grounds. (A full copy of our policy is available for reference and held in the Church Office.) As an external hirer, please report any faults or defects found in the building to the Centre Manager. Any accidents or injuries caused by any faults or defects in the building must also be reported to the Centre Manager and entered into the Accident Book.

**Fire Instructions:** Hirers should familiarise themselves with Fire Exits and Fire Alarm call points (as illustrated on the Health & Safety notice board on the lower floor corridor). Fire Action notices are displayed in every room at exit points. Fire exits must be unobstructed at all times.

**Evacuation Procedures:** On hearing the fire alarm or an instruction to evacuate the building, all persons must leave the building by the nearest Fire Exit. Do not stop to collect personal belongings or possessions. The group leader must report to the Fire Marshal at the assembly point to verify that the whole party has left the building safely. The Assembly Point for St Matthias' Church and Centre is the lane leading to Ilsham School (opposite the Main Hall linkway entrance and Church West Porch Door.)

**Capacity of persons in rooms:** The maximum number of persons per room in accordance with our insurers is as below:

Peter Larkin Hall	200	Rose Price Room	15
Pine Room	150	The Ark	20
Mary Alexander Lounge	50	Church	450