



Booking Form

Booking No:

H2x/xxx

Babbacombe Church Hall

Cary Avenue

Torquay TQ1 3QT

0773 637 1121

babbacombechurchhall@gmail.com

CONTACT			
Name		On behalf of	
Address			
Postcode		Tel: (Day)	
Email		Tel: (Eve)	

Please complete either sections A or B below:

A. REGULAR BOOKINGS (Please apply for more favourable minimum Hiring periods and prices)			
Day of week required		Commencement date	
Frequency (Weekly/Monthly)		Recurrence details	
Start time		End time	
Purpose for which room required		Maximum Number attending	
B. SINGLE BOOKING (Please see Hiring costs below)			
Date required			
Start time		End time	
Purpose for which room required		Maximum Number attending	

FURTHER DETAILS			
We have the following facilities and equipment available. Please indicate (✓) if you would like to use them:			
<input type="checkbox"/> Kitchen <input type="checkbox"/> Cooker <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Projector & Screen (£100 deposit returnable after Hire)			
Will alcohol be served?	Y / N	If so, will it be for sale? (See over concerning licences required for alcohol.)	Y / N

HIRING COSTS, INCLUDING PREPARATION AND CLEARING UP TIME			
Room	Min Hire 4 Hours	Per Hour thereafter	PAYMENTS
Church Hall	£45.00	£8.00	Single Bookings: Please enclose payment with your booking form.
Hire of cooker in Hall	£10.00		Regular Bookings: Please pay monthly in advance or contact the Office to make alternative arrangements. BACS payments: Name: PCC Babbacombe No2 Fabric, Sort Code: 30-97-35, Account No: 00099297 Cheques payable to: "PCC Babbacombe No2 Fabric".
Hire of Projector + screen	£10.00		Cancellations: Please note that bookings not cancelled at least 3 working days in advance will be charged for at the usual rate.

I should like to make the above booking at Church of All Saints, Babbacombe. I confirm that I have read, understood, and will comply with, the above conditions and the HSE, Fire and Safeguarding Policies of Church of All Saints, Babbacombe.

Signed Date

Please return this form to 28 All Saints Road, TQ1 3RD. 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.

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, e.g. evacuation procedures, assembly point, arrangements for calling emergency services, location of first aid and fire equipment etc. (First Aid boxes are located in the Hall kitchen and Church cupboard at the back.) See Health & Safety section below.

Mobile Phone: In case of emergency, the Hirer is responsible for ensuring that someone in the group has a mobile.

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 HSE and Fire Policies. Specifically, 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 Church Hall.

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 Church Hall 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 Hall or in the Church.

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 Church of All Saints, Babbacombe 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 Hall Manager.

When leaving the premises, please ensure that:

- **Lights are switched off**
- **Windows are closed**
- **Radiator controls are returned to Level 2**
- **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 main door with the key.**

Kitchen Area: is 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 Hall Manager is advised in advance. However, functions at which alcohol will be **sold** will require an Occasional Licence from Torbay (at your expense). Please attach a copy of the licence to the booking form for retention by the Hall Manager.

Car Parking: is on the road outside 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 Church of All Saints, Babbacombe. 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.

CHURCH OF ALL SAINTS, BABBACOMBE - POLICY & PROCEDURES

Our Policies and Procedures seek to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, helpers, congregation, visitors and facility users in the Church, Church Hall and Church grounds. A full copy of our policies are available on our web-site www.allsaintsbabbacombe.co.uk and a printed copy can be obtained from the Hall Manager – Steven Knapman 01803 2936 558. It is **YOUR RESPONSIBILITY** to familiarise yourself with all the details of our Policies and Procedures. Please report any faults or defects found in the building to the Hall Manager. Any accidents or injuries, howsoever caused, **MUST** be reported to the Hall Manager **AND** be entered into the Accident Book, located in the Kitchen, another Book is located in the Hymn Book Cupboard (at the back of the Church).

Fire Instructions: Hirers **MUST** familiarise themselves and the attendees with Fire Exits and Fire Alarm call points and **MUST** appoint a designated "Fire Marshall". 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 Fire Marshal will ensure that the whole party has left the building safely. The Assembly Point for Church of All Saints and Church Hall is Coronation Park – flat grass area outside the North side of the Church.

Capacity: The maximum number of persons allowed in the hall at any one time in accordance with our insurers is 150.