

# ST. MARGARET OF ANTIOCH ( LEIGH ON SEA )

## HALL BOOKING FORM – SINGLE EVENTS

Please complete this form and return it to: **JULIA FENTON** at **19 Quorn Gardens, Leigh on Sea, SS9 2TA** or email to **hallbookings@saintmargaretsleigh.org**

**NAME OF HIRER.....**

**ADDRESS OF HIRER.....**

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**TELEPHONE NO OF HIRER.....**

**EMAIL ADDRESS OF HIRER.....**

**FACILITIES BOOKED.....**UpperHall with/ without kitchen facilities

Lower Hall

Room 2

**EVENT.....**

**DATE OF EVENT.....**

**HIRING FROM** .....am/pm to.....am/pm inclusive of time for setting up/clearing away

**DEPOSIT PAID.....**

**BASIC HIRING COST**            **£...**

**ADDITIONAL CHARGE FOR USE OF KITCHEN FACILITIES**       **£.....**

**DOES YOUR EVENT REQUIRE A LICENCE UNDER THE LICENSING ACT 2003?**    Yes/No  
**[PLEASE NOTE THAT THE OBLIGATION IS ON YOU TO OBTAIN THE LICENCE IF ONE IS REQUIRED]**

**DO YOU REQUIRE THE USE OF THE LIFT?**        Yes/No

**Note:** Any cheque issued for the deposit will be destroyed subject to the Hirer having complied with the Terms and Conditions.

**TERMS AND CONDITIONS**

\*All breakages and damage must be reported within 24 hours and the full cost of replacement or repair is to be met by the Hirer. ( The deposit paid by the Hirer will be applied towards such replacement or repair).

\*All accidents/injuries must be recorded in the Accident Book ( located in the ground floor foyer adjacent to the kitchen door) and reported by telephone or email to Julia Fenton immediately.

\* Tables and chairs must be returned to their proper positions after use.

\* Spillages must be cleared up.

\* Smoking on the premises is forbidden.

\* Use of chewing gum on the premises is forbidden.

\* Emergency exits must be kept clear.

\* Kitchens and toilets must be checked by the Hirer before departure and left in a clean and tidy condition.

\* Music on the premises after 11pm is forbidden.

\*Noise which would be a nuisance or annoyance to neighbours is prohibited.

\* No rubbish should be left in or around the premises; the Hirer must remove same.

\* Hirer must ensure that all lights are switched off before departure.

\* Car Parking. Hall users must not leave their cars in the Church car park overnight. They must not park on the grass adjacent to the Church or the Church Hall nor on the path in front of the Hall. Hall users must not park their cars in the parking spaces of the flats opposite the hall.

\*Use of the lift between the ground floor foyer and the Upper Hall is restricted to the infirm. If the lift is required for this purpose the Hirer should indicate this when making the booking. The lift will then be unlocked for the duration of the event. The use of the lift by more than one person at a time (whether with or without a wheelchair) is strictly prohibited. The transportation of equipment (other than a wheelchair) and other materials by the lift is also prohibited.

\* The sale of alcohol is prohibited unless the Hirer has obtained the appropriate licence. If a licence is being applied for the Hirer should indicate this when making the booking. Please note information below: **LICENSING ACT 2003.**

\* On departure the Hirer must ensure that all windows and exterior doors are locked ( including the door to the fire escape in the case of hiring of the Upper Hall) and that the key to the exterior side door is returned to the key safe in accordance with instructions given at the time of booking.

\* The Parochial Church Council accepts no responsibility for the loss, theft or damage of any items brought onto the premises, its grounds or the church car park.

\* The Hirer must ensure that no person attending the event climbs any tree in the grounds of the Church or the Church Hall. The parochial Church Council will not be liable for any injury occasioned by breach of this condition.

\* Any loss or expense occasioned by any breach of these Terms and Conditions is recoverable from the Hirer by St. Margaret's Parochial Church Council irrespective of whether the breach is committed by the Hirer personally or by any other person attending the event.

\* These Terms and Conditions apply to all events and parties for teenagers are subject to the Additional Terms and Conditions set out below.

**ADDITIONAL TERMS AND CONDITIONS - PARTIES FOR TEENAGERS**

\* For the duration of the party at least one male adult aged over 25 years and one female adult aged over 25 years must be in attendance and he / she shall supervise and impose discipline.

\* There must be no consumption of alcohol outside the premises and nothing more than moderate consumption of alcohol within the premises.

\* If the party is in the Lower Hall, access to the Upper Hall is strictly forbidden.

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**LICENSING ACT 2003 –NOTICE TO HIRERS**

- **St. Margaret's Church and Church Hall do not hold a premises licence. If your event requires a licence under the provisions of the Act it is your responsibility to apply for it. St. Margaret's Parochial Church Council takes no responsibility for the licensing of events on its premises.**
- **It is suggested that you make enquiries of Southend on sea Borough Council (Tourism and the Environment). Tel: 01702 534333. Email: [licact2003@southend.gov.uk](mailto:licact2003@southend.gov.uk) for advice as to whether your event requires a licence.**

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\* ( If the person signing the Booking Form is the Hirer) I confirm that the information given on this Booking Form is correct and that I am bound by the Terms and Conditions and

I acknowledge that I will be liable to St. Margaret's Parochial Church Council for any loss it may suffer as a result of misrepresentation or breach of the Terms and Conditions.

\* ( If the Hirer is an organisation) I will personally indemnify St. Margaret's Parochial Church Council against any loss it may suffer in consequence of a misrepresentation by the Hirer or a breach by the Hirer of the Terms and Conditions in so far that loss is not met by the Hirer.

\*( If the Hirer is an organisation) I confirm that I am duly authorised by the Hirer to sign this Booking Form.

**SIGNATURE OF THE HIRER/ SIGNATURE OF PERSON SIGNING ON BEHALF OF THE HIRER IF THE HIRER IS AN ORGANISATION .....**

**FULL NAME OF PERSON SIGNING.....**

**ADDRESS OF PERSON SIGNING.....**

**DATE.....**