

# **St. Mary's Parish Hall Highley**

- Kids parties
  - Wedding Receptions
  - Baptism Celebrations
  - Funeral Wakes
  - Weekly Groups
- £20 for the first hour**
- £12.50 per hour from then on**

**A multi-purpose Main Hall, comfortable lounge area and a professional kitchen giving you all of the facilities that you might need**

**Chairs, Tables and Kitchen Equipment are all available for your use**

**and there is good disabled access and toilets**

**Contact: Maggie Ritchie**  
Email— [secretaryhighleypcc@gmail.com](mailto:secretaryhighleypcc@gmail.com)

## Booking Form

Name:.....

Address:.....  
.....

Phone Number:.....

Email Address:.....

Date/s required:.....

Times/s required:.....

Purpose of booking:.....

**Kitchen required (+£12.50 per booking) YES / NO**

If hot food is being cooked or served from the kitchen a current food hygiene certificate is required and **MUST** be seen before the date of your booking  
Bookings made by individuals will be covered by **OUR** Public Liability Insurance.

Bookings made by organisations will be covered by **THEIR** own Public Liability Insurance and will need to be seen by us prior to the booking dates.

Total due (inc. £25 deposit): ..... Payment date: .....

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

To pay by online banking: Account name: St Mary's Highley PCC  
Sort Code 20-53-22, Account: 90210358

activity will be kept securely this will include details of their name, con-tact details of parent/guardian/carer etc, date of birth and next of kin.

- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of
  - a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation and con-tact details for the person in your organisation who is dealing with it
  - b) any known offenders against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies and with the church.

Safeguarding contact details are as follows:

Parish Safeguarding Officer, Maggie Ritchie, (01746) 861242

Email: secretaryhighleypcc@gmail.com

Diocesan Safeguarding Officer, Carl Steventon—07593817717

Telephone: 01432 373317, Email:

carl.steventon@hereford.anglican.org

### Declaration

**I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.**

Signed ..... Designation .....

Organisation ..... Date .....

*Please sign two copies, one to be retained by the church and one by the organisation OR return electronically by email to secretaryhighleypcc@gmail.com*

*If paying by cheque, please return Parish Hall Booking Form and Payment to Maggie Ritchie, St Mary's Rectory, Church Street, Highley WV16 6NA*

## **IMPORTANT SAFEGUARDING INFORMATION FOR HIRING THE PREMISES**

The Parochial Church Council of St Mary's, Highley has a Policy for Safeguarding Children, Young People and Vulnerable Adults, a copy is available on request. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring and that you carry full liability insurance for this.

In particular, this means that

- You will comply with the attached good practice guide with children and young people or vulnerable adults, unless you already have an equivalent
- You will provide the church with a copy of your organisation's Safeguarding Policy, or if you do not have one, adopt the current parish policy
- You will safely recruit all current paid and voluntary workers who work with children and vulnerable adults by obtaining satisfactory disclosures from the Disclosure and Barring Service, where eligible, and keeping records of dates and disclosure numbers indefinitely
- You will keep a list of names of all paid and voluntary workers with regular and direct contact with children and vulnerable adults and update it annually
- You will always have at least two leaders of the age of 18 years in any group of children and young people, no matter how small the group
- No person under the age of 18 years will be left in charge of any children or young people of any age.
- No child or group of young people should be left unattended at any time
- A register of children, young people or vulnerable adults attending the

### Terms of booking:

A deposit of £25 is required when booking. This will be refunded, provided there are no breakages or other damage caused regardless of circumstances.

The hirer is responsible for the behaviour of all members of their party.

The hirer is reminded to be mindful of our neighbours, especially during evening bookings.

Payment must be received no later than 7 days prior to the booking date for individuals.

Regular bookings will be required to pay on a monthly basis in advance.

# ST MARY'S PARISH HALL

## INFORMATION FOR HIRERS

### **Safety**

In the event of a fire, the Parish Hall should be evacuated in an orderly manner using the appropriate exits. (Note: ensure all fire exits are kept clear and unlocked during the hire period. Call the Fire Service by dialling 999.

Smoking or vaping is not permitted anywhere inside the building.

The exact location of the telephone, fire exits, fire extinguishers and Fire Assembly Point must be noted before the hall is occupied by your guests.

Booking hire does not include setting up of tables and chairs. If you require someone to do this, it will involve an additional charge – please make this request at the time of booking. Please use the trolleys for moving the chairs to avoid injury.

The Parish Hall's health and safety risk assessment document is kept in the Hall bookcase.

First Aid Box and Accident Book are located in the kitchen (where there is an additional phone for emergencies).

### **Heating**

Gas fired heating is installed throughout the Hall. Heating is covered as appropriate. It is not possible to alter the thermostat setting. Any concerns phone Mr Roy Adlington 01746 861666.

### **Capacity of the Hall**

This depends on the type of event, but must not exceed 60 people, including children.

### **Alcohol**

Alcohol must be dealt with in a responsible fashion to avoid breaches of the law and to ensure our neighbours are not subject to any undue noise or disturbance. No person under the age of 18 is permitted to consume alcohol.

Alcohol is permitted to be brought into the Hall by responsible adults, providing it is not for resale. The hirer is responsible for ensuring that excessive consumption is avoided on the premises.

### **Drugs**

The Parish Hall enforces a zero-tolerance policy against illegal drugs. It is inappropriate and unacceptable to bring substances into the premises. The hirer is responsible for ensuring this is adhered to.

### **Kitchen**

For those hiring the kitchen, there are plates and bowls etc under the hatch and cups and saucers in the storeroom to the right of the kitchen as you face it. Cutlery can be found on the bottom shelf inside the door. Please ensure that everything used is washed up and returned to its place. Hirers are responsible for the provision of food and drinks. Please inform us of any breakages on the above numbers. This will be deducted from the deposit paid. Closely supervised people are permitted in the kitchen area for the sole purpose of their education, training and development of life skills.

### **Food Hygiene**

Hirers are responsible for ensuring current food hygiene standards are met at their event.

### **Tea Towels**

These are available for use in the kitchen.

### **Protection of Children, Young People, Vulnerable Adults**

Children must be supervised at all times. The hirer is responsible for the protection of all children, young people and vulnerable adults attending their event. The hirer must ensure that they comply with the provisions of the Children Act and any other relevant legislation, including ensuring that any children's entertainers have to be DBS certified. (Please see the following notes for organisations regarding compliance with the Parish Safeguarding Policy.)

### **Reporting Problems**

Please report any faults or damage to 01746 861555 as soon as possible so that they can be rectified quickly. Cost of repair or replacement will be taken off the deposit.

### **Leaving the Hall**

Please ask your guests to leave quietly at the close of your event to avoid disturbing local residents. Please leave the Hall clean and tidy.