

### Church Halls Booking Form (FORM 1)

<b>Church Halls Booking Form (FORM 1)</b>			
<b>Date and time required</b>			
<b>Hall required – please select from options</b>  <i>Please note parties must be booked for a minimum of 3 hours</i>	<b>Venue</b>	<b>Cost</b>	<b>√</b>
	St Edward's Egguckland Upper Hall only	£17 per hour	
	St Edward's Egguckland Hall and kitchen	£23 per hour	
	Christ Church Main Hall	£21 per hour	
	Christ Church Small Room	£11 per hour	
	Leigham Hall	£15 per hour	
	Please tell me if other halls are available at the time requested		
<b>Name</b>			
<b>Organisation</b>			
<b>Address</b>			
<b>Phone number</b>			
<b>Email address</b>			
<b>Purpose of hire</b>		<b>YES</b>	<b>NO</b>
	Commercial use?		
	Performance rights?		
	Music?		
	Will alcohol be provided?		
	Will alcohol be for sale?		
<b>Method of Payment</b>	<b>Preferred BACs</b> <b>Account Name: St Edward's Church PCC</b> <b>Sort Code: 08-92-99 Account number: 65693876</b> <b>Quote name as ref</b>		
	Cheque		
	Cash Please phone 07590443904 to arrange payment		
<b>I have read the conditions of hire</b>	Signed		
	Date		
<b>I am over 18 years old</b>			
<b>Key collection</b>			
<b><i>Please note the booking form and monies need to be returned together in order to secure your booking.</i></b>			

## **CONDITONS OF HIRE (FORM 2)**

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative, and the term COUNCIL shall mean the Parochial Church Council of the Parish of Eggbuckland with Estover.

### **1. Supervision**

The HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort; and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the highway. THE HIRER shall ensure that the minimum of noise is made on arrival and departure. This person will be 18 years or over and will be the named person or authorised person on the booking form.

### **2. Use of the Premises**

THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

### **3. Licenses**

The HIRER shall be responsible for obtaining such licenses as may be needed whether for the sale or supply of intoxicating liquor, from the performing rights society; from the Phonographic society or otherwise and for the observance of the same. A fee is charged by the appropriate licensing body.

### **4. Gaming, Betting and Lotteries**

The HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### **5. Public Safety Compliance**

The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

### **6. Health and Hygiene**

The HIRER shall, if preparing, serving, or selling food, observe all relevant food, health and hygiene legislation and regulations. Also, they are responsible for the hygienic disposal of all waste e.g. all food stuff must be wrapped before depositing in waste bins either within the premises or outside.

### **7. Smoking**

The HIRER shall ensure that no smoking takes place anywhere in the building nor within the curtilage of the premises, in compliance with the NO SMOKING in PUBLIC PLACES Act.

## **8. Electrical Appliance Safety**

The HIRER shall ensure that all electrical appliances brought to the premises by any individual must have been tested prior to use under the usual regulations and be safe and in good working order. Where a residual circuit breaker is provided under terms of the PEL or CPL, the HIRER must make use of it in the interests of public safety.

## **9. Indemnity**

The HIRER shall indemnify the Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hire as a result of the hiring. The HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Church Hall. (The Church Hall is insured against any claims arising out of its own negligence).

## **10. Accidents and Dangerous Occurrences**

The HIRER must report all accidents involving injury to the public to a member of the Council as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. A Church Officer will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences regulation 1995.

## **11. Animals**

The HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event or any regular hire agreed to by the Council. And no animals whatsoever are to enter the kitchen at any time.

## **12. Safeguarding & Equality**

The HIRER shall ensure that any activities for children comply with the provisions of The Children Act of 1989 ensuring that only fit and proper persons have access to children. Also, THE HIRER will make sure that all vulnerable adults are treated in accordance with the Care Act 2014. Please note the Sex Discrimination Act 1985 and the Race Relations Act 1976 apply throughout this policy and will be adhered to throughout all stages of our lettings procedures.

## **13. Fly Posting**

The HIRER shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Hall, and shall indemnify the COUNCIL accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## **14. Sale of Goods**

The HIRER shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.

### **15. Cancellation**

The COUNCIL reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bi-election, or Crime Commissioner, or for church activities in which case the Hirer shall be entitled to a refund of any fee already paid.

### **16. Unfit for Use**

In the event of the hall or any part thereof being deemed unfit for use for which it has been hired. In such circumstances the COUNCIL shall not be liable to the HIRER for any resulting loss or damage whatsoever.

### **17. Refusal of Booking**

The COUNCIL can reject any applicant prior to booking, should they not comply to its principles or values. They also reserve the right to refuse any booking without notice or to cancel a hiring agreement at any time, whether before or during the term of the agreement on giving 7 days' notice in writing to the hirer. The HIRER shall be entitled upon such notice to reimbursement of such monies or a proportion of the same, as have been paid by the HIRER to the COUNCIL but the COUNCIL shall not be liable to make any further payment to the hirer.

### **18. End of Hire**

The HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the COUNCIL shall be at liberty to make an additional charge.

**19. Hire Charges** will be approved by the COUNCIL and are applicable up until the end of the current year.

## INFORMATION FOR HIRERS (FORM 3)

**Duration:** All normal hirings should finish at 10pm and the premises vacated by 10.30pm at the latest unless special consent has been granted.

**Fees:** The hiring fee to be paid with submission of the booking form, by the date stated. BACS is the preferred payment.

**Any Damage:** Any damage, breakages/or misuse to the building or contents, any recompense will be sort by the PCC.

**Bookings:** Provisional bookings must be confirmed to the Church Office by the date shown on the booking form, by the prospective hirer receiving that document; otherwise, the hall may be re-let.

**Regular Hirers:** All regular hire is to be paid monthly when the monthly invoice has been sent by the Treasurer.

**Church Activities:** Church activities have priority over all other bookings. Regular hirers may be requested to postpone or curtail a particular booking. The PCC reserves the right to refuse or cancel a booking. Please also be aware that anyone attending a function in the church or grounds is permitted to use the toilet facilities in the Hall during the course of your hire.

**Changes:** The PCC of the Parish of Eggbuckland with Estover has the right to add or alter the above conditions to individual hirers. Any changes will be notified when booking the Hall.

**Keys:** Nearer the time of hire, please contact the Hall Manager or Church Office.

**Safety:** In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called by dialling 999. The exact location of the fire exits and fire extinguishers must be noted before hall is occupied and the manner of opening the Fire Doors should be made known to your guests.

### **Accessible Entry:**

St Edward's Church Hall: A ramp access entry to the upper hall through the fire door from the upper car park also a ramp leads to the front door.

Christ Church, Estover: Access is easy for the disabled to use, but will be unable to use the coffee bar because of steps.

Leigham Hall: A ramp access entry to the hall is either through a removable ramp at the main doors, or through the kitchen where there is also a ramp.

### **Car Parking:**

St Edward's Church Hall: We have a small car park adjacent to the upper hall and a small car park adjacent to the lower hall. Additional car parking can be found in adjacent streets, however, be aware of resident's access to driveways.

Christ Church, Estover: There is a public car park nearby and there is a Small parking area and drop off area in front of the church for the disable to use.

Leigham Hall: There is a public car park nearby, but for the disabled there is a small drop off point at the hall (access via Thurleston Close) where they may gain entry to the hall without using the steps from the car park.

### **Heating:**

St Edward's Church Hall: The Boiler for the central heating is located in the lower hall and therefore not accessible to the upstairs hall users. Please contact the Church Office if there are any concerns regarding the heating. **PLEASE ON NO ALLOW REMOVE OR SWITCH ANY EXTENDER PLUGS IN THE UPPER HALL AS THESE CONTROL THE HEATING SYSTEM. THE 13 AMP SOCKET, PART OF THE EXTENDER CAN BE USED.**

Christ Church, Estover: The heating of the building is an underfloor system. The Church Office should be contacted if there are problems associated with the temperature in the building.

Leigham Hall: The boiler for the central heating is located in the basement and therefore not accessible to the hall users. please contact the Church Office if there are any concerns regarding the heating.

### **Cleaning:**

St Edward's Hall: Dustpan, brushes and mops are kept in a cupboard by the large window in the upper hall. Please check that the toilets are left in a clean condition.

Christ Church Estover: Equipment is stored in the cupboard next to office.

Leigham Hall: Dustpan, brush and mop are kept in the kitchen near the back door.

**Waste:** All waste must be disposed of in a hygienic manner – e.g. all food stuff must be wrapped before depositing it in waste bins either in the premises or outside. Please take your black sacks home.

### **Windows:**

St Edward's Hall: The windows can be opened by using the pole (hung next to the dividing door between the two doors). If you open a window, please ensure that it is closed when you leave.

The blinds must not be handled by children. Please do not attach anything to the blinds or the pulley ropes.

Christ Church, Estover:

Leigham Hall: None of the windows on the premises can open.

**PLEASE CHECK THAT THE TOILETS ARE LEFT IN A CLEAN CONDITION.**

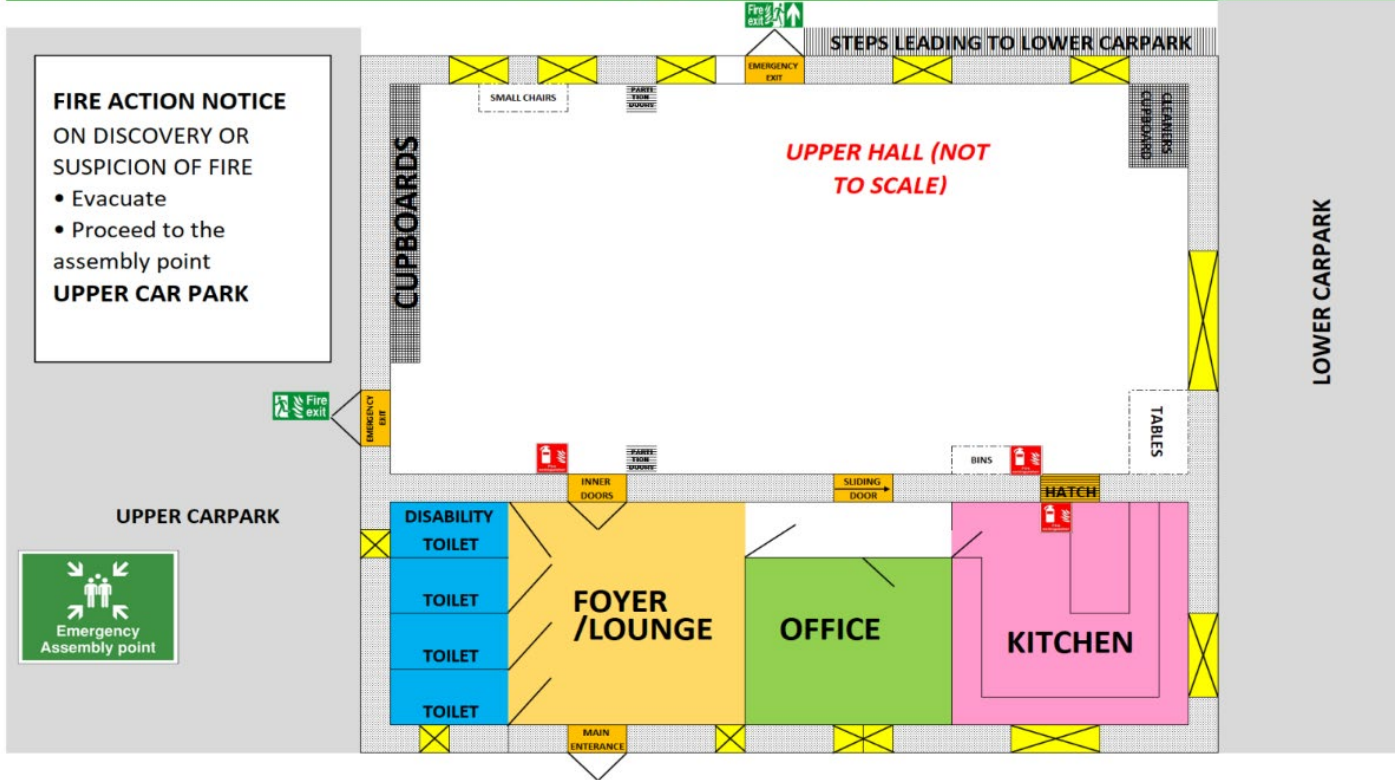
**Putting up Banners and decorations:** Please refrain from using adhesive tape on floors or walls. Only use blu tac to fix notices to the wall. Stiletto heels are not to be worn on the wooden floor, please.

Any comment or observation that you may have regarding your hire should be addressed to the Fabric & Maintenance Team of the Parish of Eggbuckland with Estover , c/o The Church Office, Eggbuckland Vicarage, 100, Church Hill Eggbuckland, PL6 5RD.

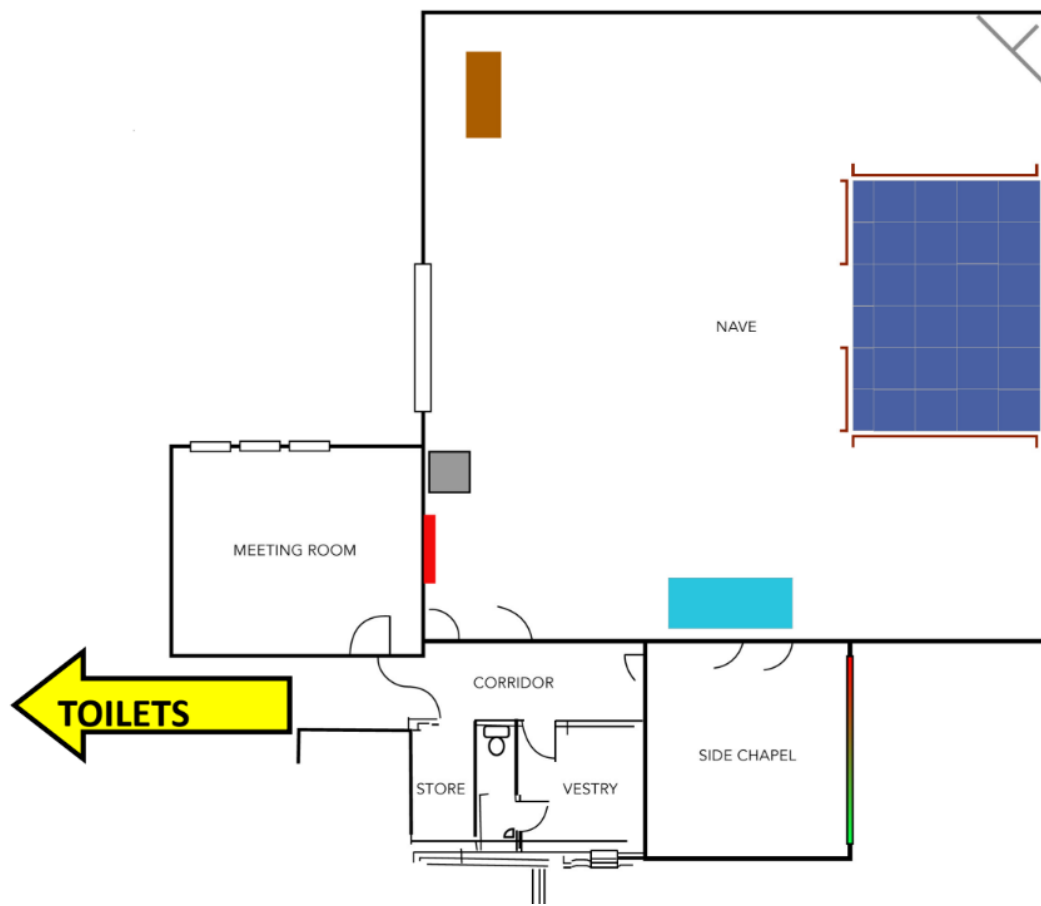
We hope you have a happy and successful function

# St Edward's Church Hall

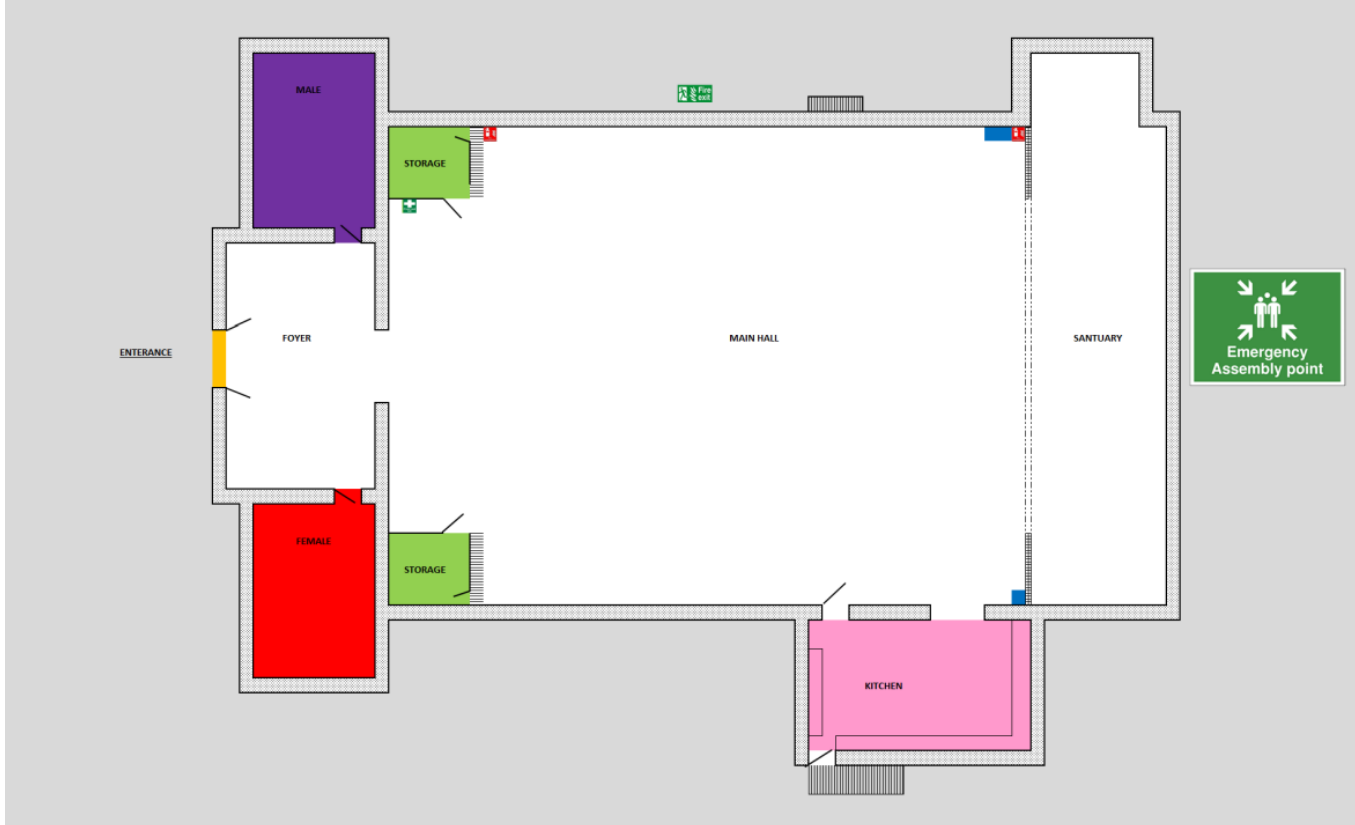
## FIRE ESCAPE PLAN



# Christ Church Estover



# FIRE ESCAPE PLAN





## **DATA PRIVACY NOTICE The Parochial Church Council (PCC) of Eggbuckland with Estover**

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

The PCC of St Edward's Eggbuckland with Estover is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

The PCC of St Edward's Eggbuckland with Estover complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running across the mission community;
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

### **4. What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

## 6. How long do we keep your personal data<sup>1</sup>?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of St Edward's Eggbuckland with Estover holds about you;
- The right to request that the PCC of St Edward's Eggbuckland with Estover corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of St Edward's Eggbuckland with Estover to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary at [contact@fordervalley.org](mailto:contact@fordervalley.org).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Ratified 4th December 2023

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<sup>1</sup> Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>