



First Dunmurry
NS Presbyterian Church

McCleery Hall Hire Booking form

This booking form is applicable for all requests to hire the hall, kitchen and other rooms connected with First Dunmurry NSPCI. Please provide as much information as possible. All booking requests will be considered by the Church Committee and we aim to come back to all requests within 14 days.

Organisation/ Community Group details

Organisation/Community
Group name:
Registered address:
Email address:
Contact number:

Hirer details

Name:
Address:
Email address:
Contact number:

Purpose of hire

Group/event:
No. of participants:

Duration of booking	Single booking	Block booking
	Date: Time:	Day(s): Time (s)
		Start date: End date:

Room(s)/equipment	Hall	Projector
<i>(Please tick all that are required)</i>	Kitchen	Speaker
	Tables	Microphone
	Chairs	Flipchart board

Payment

Do you require an invoice in advance?

We accept payment by bank transfer, cheque or cash.

Please make all cheques payable to:
First Presbyterian NS Church Dunmurry

Booking rates:

Type of booking:	Hourly rate:	Facilities included:
One off booking for use of Hall for meeting, workshop, class or group	£ 20 per hour	Use of chairs and tables, heating, lighting, use of kitchen for refreshments
Block booking for use of Hall for meeting, workshop, class or group	£ POA per hour	Use of chairs and tables, heating, lighting, use of kitchen for refreshments
Block booking for use of Hall for meeting, workshop, class or group	£ POA per hour	Use of chairs and tables, lighting and use of kitchen for refreshments
One off booking for use of Hall for large event	£ POA per hour	Use of chairs and tables, heating, lighting, kitchen with use of cooker, all crockery, cutlery and glasses.

****Please make sure you read the terms and conditions of hire before signing and submitting this declaration****

Declaration:

The individual and/or organisation detailed below accept the definitions, terms and conditions of hire as set out in this document.

SIGNED by or on behalf of the Hirer:

Date:

Print Name:

Name of Group/organisation (If applicable):

For bookings involving children, young people and/or vulnerable adults:

The Hirer accepts full responsibility for ensuring that an appropriate Child & Vulnerable Adult Protection Procedure is in place and is observed by all persons on the premises involved with children, young persons under the age of 18 and/or vulnerable adults during the course of the event for which the premises have been hired.

SIGNED on behalf of the Hirer:

Date:

Print Name:

Name of Group/organisation
(If applicable):

FOR COMPLETION BY FIRST DUNMURRY NSPCI COMMITTEE MEMBER

Policy documents checked (if applicable):

- Appropriate insurance, including public liability and indemnity cover (if applicable)
- Child and vulnerable adult safeguarding policy (if applicable)
- COVID-19 risk assessment (if applicable)

SIGNED on behalf of First Dunmurry NSPCI:

Date:

Print Name:

McCleery Hall terms and conditions of hire

1. **BOOKING:** All booking applications must be in writing on the booking form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.
2. **KEYS:** Keys may be collected from authorised committee member by arrangement in advance of the booking date. The keys must be returned immediately after the period of hire ends.
3. **SUPERVISION AND RESPONSIBILITY:** 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 and the behaviour of all persons using the premises, whatever their capacity including proper supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction of the public highway.
4. **COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of the Church Committee and any contents temporarily removed from their usual positions properly replaced.
5. **CHILD & VULNERABLE ADULTS PROTECTION:** In the event that the hiring involves the attendance of children and young persons under the age of 18 and/or vulnerable adults at the premises, the Hirer confirms that there will be in place an appropriate Child & Vulnerable Adults Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Child & Vulnerable Adults Protection Procedure, appropriate Access NI checks will be carried out in respect of persons involved with children, young people or vulnerable adults on the premises during the course of the hiring.
6. **PARKING:** The hire of the premises does include the use of parking facilities. However the Church Committee reserves the right to ask for any cars related to this hiring to be removed or prevented from parking on site due concurrent or overlapping activities on site. Parking on the grounds of First Dunmurry NSPCI is at the individuals own risk and we accept no responsibility for any damage, accidents or losses.
7. **UNAVAILABILITY OF PREMISES:** Where the premises is required for the purpose of Church activities, the premises will be unavailable for hire. Any unavailability will be communicated to the Hirer as soon as practicably possible. This is likely to affect day-time Hirers more than evening Hirers, for example in the event of a funeral, wedding or baptism.
8. **EXCLUSIONS:** The Hirer shall not use the premises for any purposes 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 to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
9. **ALCOHOL AND SMOKING:** Consumption of alcohol on the premises is prohibited. Under the smoke-free regulations in Northern Ireland, it is against the law to smoke in any of First Dunmurry NSPCI premises including e-cigarettes.
10. **MUSIC:** The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform the Church Committee in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 11.00pm.
11. **PUBLIC SAFETY:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Service, local Council, the Magistrate's Court or otherwise, particularly in

connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.

12. Where the purpose for which the premises are hired includes dancing, the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the application form.
13. EMERGENCIES: In anticipation of an emergency it is the Hirer's responsibility to ensure that he knows the location of fire exits, first aid kits, defibrillator, stopcocks, the nearest hospital and the like.
14. FIRE EXITS: Fire exits must be kept clear at all times, with adequate space left between chairs and tables to allow easy exit from the hall. The Hirer must make themselves aware of all Fire Exits and the position of Fire Extinguishers and Fire Blankets
15. FIRST AID: A First Aid box is located in the kitchen. The Hirer should complete the accident book and inform a committee member if any items are used so they can be replaced for the next user. A defibrillator is located outside the McCleery Hall to left hand side of main entrance and contains both adult and child pads. To access the locked cabinet dial 999.
16. DAMAGE: The Hirer shall indemnify the Church Committee for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
17. The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises.
18. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment. All electrical equipment brought onto the premises should all have undertaken up to date Portable Appliance Testing (PAT Testing).
19. INSURANCE: Groups/organisations are required to have its own public liability and indemnity insurance and any other appropriate insurances relative to the purpose of hire. The Hirer acknowledges that the loss of any items left unattended is not covered by the Church's insurance cover.
20. CANCELLATION: If the Hirer wishes to cancel the booking before the date of the event and the Church Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of the Church Committee.
21. Even if the Hirer has a regular booking for the hire of the premises the Church Committee reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
22. In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired the Church Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
23. ACCESS: The Hirer shall allow any duly authorised officer of the Church Committee access to the premises or any part thereof at all times during the hiring.
24. RUBBISH: The Hirer is responsible for the disposal of all rubbish created during the hire period. Bins are provided outside of the Hall for disposal.
25. PAYMENT: Payment is required to be made for all hire in advance unless prior arrangement has been made with authorised representatives of the Church Committee.

26. KITCHEN: The kitchen and its facilities should only be used for food or beverage preparation activities. The Hirer should follow food hygiene guidelines for any foods or beverages prepared. The Hirer should ensure the kitchen and all equipment is left in the way that it was found. All electrical items should be switched off at end of use. Anyone under the age of 18 years should always be supervised.
27. STORAGE: The Hirer should not store any equipment or resources at the premises unless prior agreement is gained from the committee. All equipment and/or resources store on the premises is at risk of Hirer and we shall not be liable to the Hirer for any resulting loss or damage.
28. PAINT WORK: Do not attach anything to the interior of the McCleery Hall using sellotape, blue-tac, nails or other.
29. COVID-19: The Hirer will carry out and furnish the Church Committee with a COVID-19 risk assessment that reflects all public health guidance and best practice during the hiring period. This may include keeping necessary records to assist with the Track and Trace System, Social Distancing, Ventilation, Sanitising and Cleaning Procedures. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the premises please move the person to the designated safe area as per your risk assessment, ask all attendees to carry out hand sanitisation and to vacate the premises in line with social distancing. Please also advise the Church Committee of the steps taken immediately so that necessary cleansing can take place. In accordance with our own risk assessments, capacity of rooms to comply with social distancing guidelines ares detailed below and the Hirer is responsible for ensuring the following room capacities are adhered to.

Hall – 90	Male/Female/ Disabled	Office - 6	Library - 10
Kitchen - 6	toilets – 2	Sunday school room - 6	Session room - 10