



Wimborne Minster

Church House, High Street
Wimborne Minster, Dorset BH21 1HT
Telephone: 01202 884753
Email: wimborneminster@btinternet.com

Registered charity number: 1138072

Application for use of Church House

Please complete and return this form to the above address

NAME OF HIRER.....
ON BEHALF OF
ADDRESS
.....
TELEPHONE NO..... E-MAIL.....

Rooms required: HALL Yes/No
 LOUNGE Yes/No
Nature of Event
Date(s)
Time from/to
Do you intend to serve alcohol?If yes, please discuss this with the Parish Office
Any special requirements

COSTS	Morning	Afternoon	Evening	All Day
HALL (upstairs)	£35	£40	£45	£75
LOUNGE	£30	£35	£40	£65

Please note that the introduction of special lighting or electrical equipment during a hire may incur an extra charge.

An hourly or special rate may be negotiable in some circumstances.

A deposit of £20 is required to secure the booking – see note 11 overleaf.

I have read and agree to the Conditions of Hire as set out overleaf.

Signed..... Name..... Date.....

WIMBORNE MINSTER CHURCH HOUSE

FOR OFFICE USE:

Accepted on behalf of Wimborne Minster.....	Date.....
Deposit rec'd (date).....	Outstanding Fee payable £..... Rec'd (date).....
Insurance copy rec'd.....	Alcohol Licence rec'd.....
Copies to: Finance, Hirer	Date Distributed:..... Deposit refunded (date).....

CONDITIONS OF HIRE

Church House is let under the following conditions:

1. The hirer accepts full responsibility for the good order and security of the building during the period of hire. Those using the Hall for meetings must close the Front Door at the beginning of the meeting. There is a bell outside for late-comers.
2. The hirer shall not share the use of any part of the building without written agreement.
3. The hirer shall vacate the building at the end of the agreed period and remove all his property, unsold goods and refuse.
4. At the end of the period of hire, all windows must be securely closed, all lights turned off and exit doors locked, the Fire Exit door should also be checked to ensure that it is properly closed.
5. When the hirer engages a caterer, it is the responsibility of the hirer to agree the terms of their contract with the caterer. Our contract is with the hirer, and the hirer must ensure that the terms and conditions on this booking form are adhered to especially with regard to the collection and return of keys and the cleaning of the room (See notes 7 / 8 & 9)
6. Our appointed representative, shall have a right of entry to all parts of the building at any time.
7. The room must be cleaned after use with the equipment provided and **all rubbish removed**.
8. All tables are to be replaced and chairs stacked after use.
9. All crockery, cutlery and kitchen equipment to be washed and put away.
10. Bookings can only be confirmed up to six months in advance. We reserve the right to charge up to the full letting fee if a booking is cancelled less than one month in advance.
11. Written notification of breakages or damage to be given to the Parish Office via the letter box in the front door.
12. If the kitchen is hired, the hire charge includes hire of tablecloths if required. **Tea towels must be provided by the hirer.**
13. Smoking is not permitted in the building.
14. Dorset Fire Brigade requires two competent adults to be instructed in their duties, in the event of an emergency. The hirer must comply with this ruling and familiarise himself/herself with the fire exits and extinguishers.
15. **The insurance of the building does not extend to the property of the hirer or any third party for which the hirer will be responsible.**
16. **Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.**
17. **Hirers of the Parish Room or Hall are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury or illness as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event. A book is provided for this purpose and this is located in the Kitchen upstairs and the Coffee Bar downstairs. Both books are in the First Aid Boxes.**
18. Children and vulnerable people: In the use of the premises you make yourself responsible for ensuring the safety of any and all children that use the premises during the hiring, and you agree to take proper steps to prevent the occurrence of any injury, loss, damage or harm to children or other vulnerable people in the course of hiring.
19. Alcohol Licence: If any alcohol is dispensed at the function it is the Hirer's responsibility to obtain where necessary the appropriate "Temporary Event Notice" (TEN) as required by the Licensing Act 2003. Details on how to apply for the licence may be obtained from the Parish Office and a copy of the licence must be given to the office before the event takes place.

Also the "Wimborne Minster Prohibition of drinking in the streets Bye-Law March 2000" affects the whole of Wimborne, specifically the Minster Green, and states quite clearly that it is an offence to consume alcohol on the street. It is the hirer's responsibility to ensure that alcohol is consumed on the premises and not outside the building.

20. **It is the responsibility of the hirer to arrange to collect a key to Church House from the Parish Office between 10.00am and 12noon on the day of the booking (or the preceding working day if the booking is over a weekend or Bank Holiday) and to return it to Church House (via the letter box in the front door) immediately after the booking. One parking space only may be made available for an event organiser.**