



**CHURCH HOUSE
HIGH STREET
WIMBORNE MINSTER BH21 1HT
parishoffice@wimborneminster.org.uk
01202 884753**

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
 KITCHEN Yes/No

Nature of Event

Approximate number attending

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
Upstairs HALL	Charity	£58	£64	£71	£178
	Non Charity	£66	£72	£77	£196
LOUNGE	Charity	£52	£57	£64	£154
	Non Charity	£60	£70	£71	£178
Use of Kitchen		£15 (per day or part day)			

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. The hourly rate is currently £25.

The cost of preparing and displaying a poster is £10. This is only possible when space is available.

A deposit of £45 is required to secure the booking, or £100 for bookings of two days or more.

Rubbish must be taken away by the hirer.

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

Signed..... Name.....

Date.....

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.....

Date Distributed:.....

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. The Minster is a designated **Eco-Congregation** and part of the **Fair Trade** town. Hirers are asked to consider this in their choice of food and materials.
11. **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.**
12. Written notification of breakages or damage to be given to the Parish Office via the letter box in the front door.
13. If the kitchen is hired, the hire charge includes hire of tablecloths if required. **Tea towels must be provided by the hirer.**
14. Smoking is not permitted in the building.
15. 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.
16. **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.**
17. **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.**
18. **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.
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. t
20. All **data** is stored in line with our privacy policy. A copy is available on our website.
SAFEGUARDING: hirers are responsible for ensuring the safety of all children and vulnerable adults using the premises during the hiring, in line with the Minster's safeguarding policy found on pages 6-8 of the Minster Safeguarding Handbook (copy on request and available on Minster website), and must take proper steps to prevent the occurrence of any injury, loss, damage or harm to children or other vulnerable individuals in the course of the hiring.
21. **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.**

GDPR All data is stored in line with our privacy policy. A copy is available on our website.

SAFEGUARDING: hirers are responsible for ensuring the safety of all children and vulnerable adults using the premises during the hiring, in line with the Minster's safeguarding policy found on pages 6-8 of the Minster Safeguarding Handbook (copy on request and available on Minster website), and must take proper steps to prevent the occurrence of any injury, loss, damage or harm to children or other vulnerable individuals in the course of the hiring.

Church House Fire and Safety Procedures

A smoke detection and fire alarm system is in operation in Church House.

Please be aware that the alarm may be triggered by excessive amounts of smoke, steam or other vapour.

If the alarm sounds the building should be evacuated following the evacuation procedures below. Please contact a member of Minster staff to arrange for the alarm to be silenced.

If no Minster Staff are present in the building, emergency contacts are:

- The Verger in The Minster (Monday - Saturday, 10.00am - 4.00pm)
- Mr Bruce Jensen, Churchwarden 01202 848889, 07935 191441
- Mr Andrew Patrick, Deputy Churchwarden 01202 886871
- Revd Canon Andrew Rowland, Rector 01202 882340, 07486 089652
- Mr Peter Cook, Churchwarden 01202 885470, 07814 902859

FIRE EXITS AND EVACUATION PROCEDURE

Fire exits are located at the rear of the building on the ground floor, in the lounge of the ground floor and via the front door. Occupants should leave the building by the closest exit.

Occupants of the hall on the first floor should leave by either of the staircases and make their way to the front or rear of the building, as appropriate.

An evacuation chair is located on the first floor for anyone unable to walk unaided, if the stair lift is inoperable due to the fire or other emergency.

All occupants should meet on the green in front of the Minster and a roll call taken to ensure all occupants have exited the building.

Emergency services should be called.

INFORMATION FOR HIRERS

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 themselves with the location of fire exits and extinguishers.

Hirers should ensure that all occupants evacuate the building, and the above procedures are followed in the event of a fire or other emergency.

FIRE FIGHTING EQUIPMENT

The appropriate type, number and location of the various extinguishers will be determined by the annual fire safety check undertaken by an external organisation. The maintenance and correct operation of the equipment will be the responsibility of the manufacturer of that equipment.

NOTE: Evacuation of occupants and alerting emergency services is the prime concern. Firefighting is not the responsibility of hirers, Minster personnel or others and should only be considered if evacuation is complete and there is no danger to any individual, who decides to tackle the fire.

WIMBORNE MINSTER RISK ASSESSMENT CHURCH HOUSE

<u>EVENT NAME:</u>	<u>DATE & TIME</u>	<u>VENUE:</u> WIMBORNE MINSTER
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ACTIVITY	HAZARDS	PERSON AT RISK	CURRENT RISK	ACTIONS TAKEN/ADVISED	NEW RISK
General use of the building	Electrical Faults	Person using the building	Medium	PAT testing every year by qualified electrician. All electrical equipment out of reach of children and young people.	Low
General use of the building	Slippery Floors	Person using the building	Medium	Please be aware of any signs indicating wet floors	Low
General use of the building	Trip Hazards	Person using the building	Medium	Hall; There is a set of stairs and a stair lift to the hall upstairs. Please use the stair lift as per instructions. The stair lift is regularly checked and serviced All stairs have hand rails. Please be careful carrying trays of hot liquids from the kitchen down the short set of steps.	Low
General use of the building	Trip Hazards	Person using the building	Medium	Lounge; There are different floorings between the kitchen and the lounge floor. Please be careful carrying trays of hot liquid between areas.	
General use of the building	Public space	Person using the building	Medium	All volunteers aware of safeguarding issues.	Low
General use of the building	Fire	Person using the building	Medium	Building complies with Fire regulations. Building evacuation procedure outlined by notices in both the hall and the lounge. All volunteers aware of evacuation procedures for particular area.	Low
General use of the Kitchens	Trip and spill hazards	Person using the building	Medium	All electrical equipment in both kitchens has been PAT tested. The dishwasher, cooker and water boiler have instructions for use on the walls. Please be aware of the trip/spill hazards when carrying any food or hot	Low

				liquids from the upstairs kitchen into the main hall as there are stairs separating the kitchen and the hall.	
ACTIVITY	HAZARD	PERSON AT RISK	CURRENT RISK	ACTION TAKEN/ADVISED	NEW RISK

ORGANISER NAME AND CONTACT DETAILS:

SIGNED:

DATE: