

ROOM HIRE AGREEMENT FOR A ONE-OFF BOOKING

Person hiring the room:	Full name			
	Address			
	Email address			
	Mobile number		Same details for Invoice? Y / N	
Organisation (if relevant)				
Purpose of hire				
Conditions of hire:	DATE			
	Start time			
	Duration			
	Agreed charge			
Rooms to be used: (Delete as appropriate)	Sandgate Hall	The Zone	WHOLE	
	Sanctuary	The HUB	CHURCH	
	Sandridge Room (upstairs)	The Lounge		
	Kitchen (shared use, including equipment, except dishwasher)			

NOTE – Children’s Birthdays parties are for 4 hours, including preparation and clearing away

Invoices will be sent by email and **must be paid in within 10 days.**

Risk Assessments (RA) - TICK those which apply:

✓	I will comply with the <i>SMC Premises RA</i> for meetings, Church Services and cleaning.
	I will comply with the <i>SMC Birthday Party RA</i> and have added on any additional specific hazards.
	An additional <i>Activity Based RA</i> is required, the person hiring the room is responsible for this.

You must be familiar with the one page “*Fire Plan & Safety Notes for Internal/External Users*” which is on the Church website under the Room Hire tab “*Legal Documents*”, where the above RA are also stored.

Kitchen & Food Hygiene Practice Event Type: (Instructions in blue ring binder in Kitchen)	Type 1: Y / N	Tea/Coffee & Biscuits
	Type 2: Y / N	Light Refreshments & Party Food (complete 1 line entry in blue ring binder)
	Type 3: Y / N	Cooked meals (Complete sheet in blue ring binder)

Tables and chairs are located in the cupboard in Sandgate hall and should be returned after use.

Care must be taken to note fire exits and procedures.

All rooms - including the toilets - must be left in a clean and tidy condition.

All cleaning equipment is located in the cleaner’s cupboard by the toilets (key hanging in tall kitchen cupboard). **Failure to do so will result in an additional charge being made for cleaning.**

The church is not insured for the use of bouncy castles for parties, therefore where these are hired, the hirer is responsible for insurance cover.

No alcohol shall be taken onto or consumed on the premises.

No raffles or gambling can take place on the premises.

Any damage must be reported to the Church emergency church contact below and a charge may be made.

Please note there is a hot water urn (TURN IT OFF after use!), but tea and coffee are not provided.

Church emergency contact details	Full name	
	Mobile number	

SIGNED		WITNESSED (on behalf of SMC):	
Name		Name	
Date		Date	

This booking form will be securely stored in line with GDPR requirements.