

# ST MARY THE VIRGIN & ALL SOULS, BULWELL USE OF PREMISES AGREEMENT

**Purpose of Use**.....  
(Hall – Maximum number of 50 patrons and/or guests admitted)  
(West Room – Maximum number of 20 patrons and/or guests admitted)

**Period of Use**

**Date**.....

**Hours (inc. setting up/packing away)** .....

**West Room or Hall (please specify)** .....

**Suggested Donation for Usage**.....hrs @ £15 per hr

**Full amount due**.....

**Refundable damage deposit £50 POSTBACK/DESTROY**

**Payable on or before**.....

*Cheques should be made payable to  
'Bulwell PCC'*

**PCC's authorised representatives**

*Church contact details...*


**User's details**

Name.....

Address.....

.....

Telephone.....

E-mail.....

**PLEASE RETURN**

**ST MARY THE VIRGIN & ALL SOULS, BULWELL  
USE OF PREMISES AGREEMENT**

PLEASE COMPLETE AND SIGN THE DECLARATION

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

SIGNED by or on behalf of the User ..... Date .....

Print Name ..... Group (If applicable) .....

SIGNED on behalf of St St Mary's PCC.....

DATE: .....

Print Name: ..... Position: .....

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**FOR BOOKINGS INVOLVING CHILDREN, YOUNG PEOPLE UNDER 18  
AND ADULTS-AT-RISK**

**ADULTS-AT-RISK AND CHILD PROTECTION STATEMENT**

The User accepts full responsibility for ensuring that an appropriate Adults-at-Risk and Child Protection Procedure is in place and is observed by all persons on the premises involved with Adults-at-Risk and children and young persons under the age of 18 during the course of the event for which the premises have been used.

SIGNED on behalf of the User ..... Date .....

Print Name: ..... Group (if applicable) .....

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SPECIAL CONDITIONS – please complete after discussion with Churchwardens or Incumbent.

**PLEASE RETURN**

# ST MARY THE VIRGIN & ALL SOULS, BULWELL

## USE OF PREMISES AGREEMENT

1. **BOOKING:** All booking applications must be in writing on the booking form provided. The person signing this form will be considered the User. Where an organisation is named in the application the organisation will also be considered the User and shall be jointly and severally liable with the person who signs this form.
2. **DEPOSIT:** The User will pay a deposit of £50.00 at the time of booking. This will be returned within 30 days of the event, subject to any sums withheld to meet part of the suggested donation (eg. User has not vacated the premises at the agreed time) or the cost of rectifying damage arising during the usage.
3. **SUPERVISION AND RESPONSIBILITY:** The User will 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 USAGE OF PREMISES:** At the end of using the premises the User shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, lights/heating etc switched off, unless directed otherwise by authorised representatives of St Mary's PCC, and any contents temporarily removed from their usual positions properly replaced. Users are responsible for taking their own rubbish home with them. Should this not be complied with, St Mary's PCC reserves the right to deduct monies from the User's deposit.
5. **ADULTS-AT-RISK AND CHILD PROTECTION:** In the event that the using the premises involves the attendance of Adults-at-Risk and children and young persons under the age of 18 at the premises, the User confirms that there will be in place an appropriate Adults-at-Risk and Child Protection Procedure. The User agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The User confirms that, when necessary under the terms of the Adults-at-Risk and Child Protection Procedure, appropriate Criminal Records Bureau checks will be carried out in respect of persons involved with Adults-at-Risk and children and young people on the premises during the course of the using the premises.
6. **PARKING:** The use of the premises includes exclusive use of parking facilities. St Mary's PCC reserves the right to ask for any cars related to this using the premises to be removed or prevented from parking on site due to funerals or other concurrent or overlapping activities on site.
7. **EXCLUSIONS:** The User shall not use the premises for any purposes other than that described in the Using the Premises 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.
8. **ALCOHOL:** These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority. Should the User wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.
9. **SMOKING:** The entire premises and grounds are a No Smoking Zone. For safety reasons individuals should not smoke in the car park.
10. **MUSIC:** The User undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any User who intends to play music or have a live band agrees to inform St Mary's PCC in writing at the time of booking.

**PLEASE KEEP**

11. The User undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The User agrees in any event to terminate all loud noise on the premises at 10.00pm.
12. PUBLIC SAFETY: The User shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, 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.
13. Where the purpose for which the premises are used includes dancing, the User shall not cause or allow the maximum number of patrons and/or guests admitted exceeding the number specified on the application form.
14. EMERGENCIES: In anticipation of an emergency it is the User's responsibility to ensure that she/he knows the location of first aid kits, defibrillator, stopcocks, the nearest hospital and the like.
15. DAMAGE: The User shall indemnify St Mary's PCC 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 using the premises as a result of using the premises. Footballs and bouncy castles are not allowed inside the premises.
16. The User shall not interfere in any way with the telephone/broadband, electricity or gas fittings, meter fittings or fixtures on the premises.
17. It is the responsibility of the User 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, telephonics or other equipment.
18. INSURANCE: The User acknowledges that the loss of any items left unattended is not covered by St Mary's PCC insurance cover.
19. CANCELLATION: If the User wishes to cancel the booking before the date of the event and St Mary's PCC is unable to conclude a replacement booking, the question of the payment or the repayment of the donation shall be in the discretion of St Mary's PCC.
20. St Mary's PCC reserves the right to cancel any usage of the premises in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election in which case the User shall be entitled to a refund of any deposit/donations already made.
21. Even if the User has a regular booking for the usage of the premises St Mary's PCC 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 booked, St Mary's PCC shall not be liable to the User for any resulting loss or damage whatsoever.
23. ACCESS: The User shall allow any duly authorised officer of St Mary's PCC access to the premises or any part thereof at all times during the using of the premises. Any keys given to the user must be returned at the end of the period of use.
24. Church contact details in case of an issue during the period of use:


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