



Booking Form for the Hire of the Parish Centre

Please complete this page and return it to the Parish Office, Holy Trinity Church, Parade, Berwick-upon-Tweed TD15 1DF or by email to parishadmin@berwickparishchurch.co.uk

You will then be contacted to discuss the details and cost.

The Standard Conditions of Hire (BPC2A) which will apply if your application is confirmed can be obtained from the Parish Office or viewed at <https://berwickparishchurch.co.uk/conditions-of-hire/> they will also apply to subsequent hirings for the same, or a similar, purpose.

Name of hirer:

If an organisation (society, club, company etc) Name of contact:

Website/social media (if applicable):

Address:

Telephone:

Email:

NB please give the mobile number of the lead person who will be present at the event: if different from above:

Day/dates of hiring:

Time event to start:

Finish time:

Purpose of hire:

Hire charge: £13.25 (£13.75 wef 1st Oct 2026) per hour or part hour (see condition 4)

By signing this Agreement I accept the Standard Conditions of Hire for the Parish Centre (BPC2A) and agree to pay the charge above in the event that the hire is approved:

Signed:

(if hirer is an organisation) on behalf of:

Date:

Revised May 2026

Standard Conditions of Hire for the Parish Centre

BPC2A

In these Conditions, “we” “us” and “our” refer to the Vicar and churchwardens of The Parish Church of the Holy Trinity and St Mary; and “you” and “your” refer to the hirer(s) of the premises; “premises” refers to the Parish Centre, as well as the churchyard and paths.

If you are in any doubt as to the meaning of any of these Conditions, you must seek clarification from us without delay.

Berwick Parish Church including the Parish Centre and Churchyard is a Place of Worship and it is a fundamental condition of these Standard Conditions that hirers agree not to undertake, permit or allow any activity that might bring the church into disrepute.

These terms and conditions are the basis on which we agree to allow the you access to the building for the time of their booking and are binding on the respective parties.

- 1) When a booking is being made you must state clearly the purpose for which the premises are to be used and the premises must only be used for that purpose.
- 2) The timings must be agreed when the booking is made and, without prior agreement, the hours may not be varied. Any request for change should be made as early as possible and, in any event, at least 2 weeks in advance of the booking.
- 3) Arrangements concerning access to the premises will be agreed at the time of the booking. Access is allowed free of charge for a short period before and after the times above to enable setting up and tidying away.
- 4) The cost and payment terms for the booking will be indicated at the time the booking is made but if, for any reason, the booking extends beyond the agreed time you will be charged for the additional usage. If the event terminates earlier than planned, the charge for the full booking will be due. **Hire charges are reviewed annually with effect from 1st October and any revised rates (up or down) will apply to hires within a block booking which occur after that date; you will be given at least one month's notice of any variation in hire charges and you have the right to cancel any booking to which a higher charge applies provided that you give us two clear weeks' notice of the cancellation.**
- 5) Payment may be required in advance of the hiring.
- 6) A strict no-smoking policy exists throughout the Parish Centre and within the curtilage of the Church and Churchyard. It is your responsibility to ensure this is adhered to.
- 7) The maximum capacity of the Centre is 66 persons seated at tables/80 persons seated at a lecture-style event, regardless of age, and must not be exceeded without our specific written approval. Any request to exceed these limits should be made as soon as possible and at least 48 hours before the booking; and the request must be accompanied by a written Risk Assessment for our approval.

8) The only animals allowed into the building are guide, hearing or assistance dogs.

9) a) You must familiarise yourself and all persons working with you during the hire with all our Safeguarding and Whistleblowing Policies, Regulations and Provisions and must ensure full compliance with them throughout the hire. Our Safeguarding Policy and Safeguarding Provision are attached to these Conditions of Hire.

In particular, you must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

b) You must comply with all Fire and Health and Safety Regulations within the building (displayed on the noticeboard within the vestibule) and must familiarise yourself and all persons present during the hire with these procedures. In particular, you and all such persons must be aware of the emergency evacuation procedures and of the evacuation Assembly Point on the Parade Car Park immediately adjacent to the main gates to the church.

10) You will be responsible for the safety of all persons attending any event in conjunction with the hire and shall indemnify us from and against all claims and demands for loss, damage or injury suffered by any person or organization arising from your negligence.

11) You should ensure that if you identify any issues with the maintenance of the building you highlight these immediately to us at the Parish Office to ensure that they are rectified.

12) There is a First Aid Box and Accident Book in the kitchen. All accidents must be recorded in the Accident Book. In the event of an accident or any need to use the First Aid Box you must advise us of this occurrence at the Parish Office.

13) We do not accept any responsibility or liability in respect of damage to, or loss of, property not belonging to us. Personal belongings and equipment are left at the owner's risk.

14) You are responsible for undertaking risk assessments for your intended activities and, where appropriate, providing public liability insurance to cover these. Our Risk Assessment Guide [BPC7](#) is intended to assist in the preparation of your own risk assessment; our Generic Risk Assessment [BPC7A](#) covers the risks and required mitigations for activities involving meetings for discussion, presentation of information, prayer, worship, meditation, provision of meals and refreshments and is deemed to be incorporated in the Hire in the event that you do not prepare your own assessment. Both documents can be viewed at

<https://berwickparishchurch.co.uk/conditions-of-hire/>. Copies are available on request.

15) You will be responsible for paying for breakages or damage to any equipment or facilities and will be charged for any missing items following this booking. A charge of £10 may be made for replacement key fobs, £20 for replacement TV remote and £100 for replacement microphone.

16) If you propose to sell alcohol during the hire you must advise us of this at the time of booking and it is your responsibility to obtain the appropriate licence in place and to ensure

that all terms and conditions of the licence are adhered to. Under no circumstances will under-age drinking be permitted in the premises. You indemnify us against any action or proceedings taken against us in this connection.

17) Audio-visual equipment must be used in accordance with the instructions provided, and streaming of live TV content or access to BBC iPlayer is not permitted unless this has been agreed in advance and an appropriate licence obtained.

18) You must ensure that the premises are left in the same condition as they found them when the booking started and that all crockery and cutlery in the kitchen is washed and returned to its respective cupboard. There are recycling (blue) and general waste (grey) bins outside the entrance door where waste can be placed. You must take away all glass bottles and non-recyclable containers. Any portable audio-visual equipment (eg TV remote, microphones) must be stored securely in the locker provided.

19) You must ensure that when you leave the building all windows are securely closed, all lights are extinguished and the outer doors are securely closed. Access codes should only be disclosed to members of the hiring group on a 'need to know' basis.

20) We reserve the right to refuse a potential booking and do not need to give a reason for the refusal.

21) We pride ourselves on the high standards of the facilities within the Centre and expect you and all hirers to respect the premises and facilities on offer during hires. **In particular, please do not drag the furniture across the floor; chairs should be stacked no more than 4 high so that the stacks can be carried into position, and the table castors should be unlocked before the tables are moved.**

22) You are encouraged to make any comments, observations or suggestions which would improve either the facilities on offer or the booking procedure. Any response should be made to the contact email above.

23) If, during the course of a hiring, a breach of these conditions is found to have occurred, we have the right to demand that the event be terminated at once without refund of any hiring fee.

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Documents also deemed to be incorporated in the Parish Centre Hire Agreement when the Hire Agreement is signed by the Hirer:

- 1. Our Safeguarding and Whistle-blowing Policies and Safeguarding and Whistle-blowing Provisions** **BPC4,9 and 4A**
- 2. Our Health and Safety Policy** **BPC5**
- 3. Our Risk Assessment** **BPC7** All mitigating actions (referred to as "Control measures" and "Additional action required" are the responsibility of the Hirer.
- 4. Our Generic Risk Assessment** **BPC7A** (where applicable).

If you have difficulty operating the **lock** please contact David Mason on 07860 360074
If any issues arise on the day of the booking regarding the hall that need an immediate response, please call either Joyce Guthrie (07704 222813) or Charles Borthwick (07579828964) **In icy weather** there is a supply of de-icing salt near the entrance – please use it if needed **IN CASE OF EMERGENCY THE ADDRESS OF THE PREMISES IS THE PARISH CENTRE, PARADE, BERWICK UPON TWEED TD15 1DF**

Revised August 2026