



Booking Form for the Hire of the Parish Centre for a Single Private Function

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.

Name of hirer:

Address:

Telephone:

Email:

NB please give your mobile number (or the number of another person who will be present throughout the hire, for use in the event of an emergency):

Day of hiring:

Time reception to start:

Finish time:

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

I accept the Terms and Conditions attached and agree to pay the charge above if the hire is approved:

Signed:

Date:

Please detach and retain safely the attached Short-form Conditions of Hire specifically for Single Private Functions, which will apply if your application is confirmed.

Short-form Conditions of Hire for the Parish Centre for a Single Private Function

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, please ask for clarification.

- 1) These short-form terms and conditions are the basis on which we agree to hire you the premises for the period of the booking, specifically for the purpose of single private function.
- 2) If it is anticipated that the hours of the hiring are likely to change, please discuss with the Parish Administrator as soon as possible.
- 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 (and please note Condition 14 below).
- 4) The cost and payment terms for the booking will be notified at the time the booking is made but if, for any reason, the booking extends beyond the agreed time you may be charged for the additional usage.
- 5) Please arrange payment when the booking is confirmed.
- 6) A strict no-smoking policy exists throughout the Parish Centre and within the curtilage of the Church and Churchyard. Please ensure this is adhered to.
- 7) The maximum capacity of the Parish Centre is 66 persons seated at tables, regardless of age, and must not be exceeded.
- 8) The only animals allowed into the building are guide, hearing or assistance dogs.
- 9) You will be responsible for the safety of all persons attending the function and shall indemnify us from and against all claims and demands for loss, damage or injury suffered by any person arising from your negligence.
- 10) 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.
- 11) 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.

12) If any breakages or damage to any equipment or facilities occur during the hire we will need to charge you for these and for any items missing following the hire.

13) It is assumed that no alcohol will be sold during the hire. Please note that no under-age drinking is permitted in the premises

14) **We ask that you ensure that the premises are left in the same condition as you find them when the booking starts and that all crockery and cutlery in the kitchen are washed and returned to their respective cupboards. There are recycling (blue) and general waste (grey) bins outside the entrance door where waste can be placed. *Please take away all glass bottles and non-recyclable containers.***

15) Please 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 not be disclosed to anyone else.

16) We pride ourselves on the high standards of the facilities within the Parish Centre and ask you please to respect them. **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.**

17) Please do not bring any motor vehicle on to the church premises but if you do so it is at your own risk and the vehicle must only be driven on the tarmac area (that is, between the church gates and the paved area at the entrance to the church); the paved area must not be used, even for turning.

The following documents deemed to be incorporated in this Agreement are available upon request and can be viewed at <https://berwickparishchurch.co.uk/conditions-of-hire/>

1. Our Health and Safety Policy **BPC5**
2. **Our Safeguarding and Whistle-Blowing Policies with Addendum** **BPC4A**
3. Our Risk Assessment **BPC7** : all mitigating actions (referred to as "Control measures" and "Additional action required") are the responsibility of the Hirer.

Notes: 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 (07579 828964)

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**