
CHURCH OF THE ANNUNCIATION (BURNT OAK)

CANON SMYTH PARISH CENTRE

BOOKINGS CONTRACT

TARGET AUDIENCE: Hirers of the 'Church of the Annunciation' Canon Smyth Parish Centre
(4 Thirleby Road, HA8 0HQ)

CONTACT DETAILS: To enquire about a booking, please contact the Parish Secretary
on 020 8959 1971 or burntoak@rcdow.org.uk

**THIS AGREEMENT IS MADE BETWEEN THE CHURCH OF THE ANNUNCIATION
(WESTMINSTER ROMAN CATHOLIC DIOCESE TRUSTEE) AND THE PERSON(S) OR BODY
NAMED BELOW AS THE 'HIRER' WHEREBY IN CONSIDERATION OF THE SUM(S)
INDICATED AND CONDITIONS OF HIRE.**

BOOKING REFERENCE:

DATE OF AGREEMENT:

PURPOSE OF HIRING:

HIRE PERIOD:
(START & END DATE/TIME)

HIRING FEE:

LESS DEPOSIT RECEIVED:

BALANCE DUE:

PAYABLE ON OR BEFORE (DATE):

HIRER DETAILS

HIRER:

ADDRESS:

TEL. NO. & EMAIL ADDRESS:

Continued overleaf...

The HIRER agrees to observe and perform the provisions and stipulations contained within the Church of the Annunciation (Canon Smyth Parish Centre) Conditions of Hire.

Signed on behalf of the HIRER stated above and Church of the Annunciation

SIGNED:

PRINT NAME:

DATE:

SIGNED:

PRINT NAME:

DATE:

CONDITIONS OF HIRE

1. TERMS USED

- 1.1. The 'HIRER' means the individual, company or organisation who is named on the above Booking Contract as The HIRER.
- 1.2. The 'OWNER' refers to the Church of the Annunciation Parish, Burnt Oak.

2. AVAILABILITY

- 2.1. The Canon Smyth Parish Centre ('the premises') is available for hire for various events, including but not limited to Christenings, Funerals, Birthdays etc.
- 2.2. There are separate rooms within the premises available which can be hired separately, subject to availability and agreement.
- 2.3. The Canon Smyth Parish Centre is available for hire up to 9 pm. All guests and attendees must vacate the premises no later than **10 pm**.

3. NOISE CONTROL AND NEIGHBOUR CONSIDERATION

- 3.1. The Hirer shall take all reasonable care to minimise disturbance to neighbouring residents.
- 3.2. The Hirer shall respect the peace and privacy of neighbouring residents by maintaining noise levels, including music, at a moderate and reasonable level at all times.
- 3.2. The Hirer must ensure that all music is turned off by 9:00 PM or reduced to a volume that is not audible outside the Canon Smyth Parish Centre. Failure to keep to these terms may result in termination of the event and/or future booking privileges.

4. ACCESS DOOR TO THE CANON SMYTH PARISH CENTRE

- 4.1. Upon taking possession of the keys and commencement of the event and within the agreed booking hours, the Hirer shall permit entry only to individuals attending their specific event. The Hirer shall not allow access to attendees of any other events taking place within the Parish Centre.
- 4.2. The Hirer must ensure that the entrance doors remain closed when unattended, and are securely shut at all times when not in use, to safeguard the security of the Premises.

5. DEPOSITS AND CHARGES

- 5.1. The HIRER is required to pay a security deposit of **£50** at the time of booking. Provided no damage, incident, or breach of these terms has occurred, the deposit will be refunded by the OWNER within 14 days of the event date; **failure to comply with the points**

within this agreement will result in the forfeiture of the full value of the security deposit.

5.2. The deposit will be kept by the OWNER in the event of cancellation by the event organiser in less than 30 calendar days from the agreed date.

5.3. The charge for using the premises is payable in addition to the deposit.

6. CONSUMPTION OF ALCOHOL

6.1. The consumption of alcoholic drinks by those under 18 is strictly prohibited.

6.2. The HIRER is responsible for applying for a Temporary Event Notice (TEN) with the local licensing authority (Barnet Council) if the use of the premises includes any of these licensable activities:

- sale by retail of alcoholic drinks
- the provision of regulated entertainment

6.3. The HIRER is required to show documented proof to the OWNER at the time of booking should a TEN be required.

6.4. The HIRER is responsible for ensuring that the terms of a TEN are adhered to.

6.5. Failure to comply with points 4.1 - 4.5 will result in the forfeit of the security deposit.

7. BOUNCY CASTLES

7.1. The use of bouncy castles on the premises is **strictly prohibited**.

8. AGE

8.1. The HIRER, being 18 years of age, or older, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

9. SUPERVISION, PARKING AND LOADING/UNLOADING GOODS

THE HIRER shall, during the period of the hiring, be responsible for:

- supervision all areas of the premises, the fabric and the contents; their care,
- monitoring the behaviour of all attendees
- Preventing damage of any kind, however minor
- Ensuring all cars are parked appropriately to avoid obstruction

Parking restrictions:

- No vehicles are permitted to park in the paved area between the Church and Canon Smyth Parish Centre,
- No parking is allowed in front of the gates leading to the Canon Smyth Parish Centre, as indicated in the signage

- All loading and unloading of goods must take place in the designated area at the far side/rear of the car park via the use of the Parish Hall Fire Doors.

9.1. As directed by the OWNER, the HIRER shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

10. USE OF PREMISES

10.1. The Hirer accepts that the church Insurance policy does not cover the hire, and the Hirer does not hold the Church responsible for any damages, loss, injury or theft of goods that may occur on the Premises during the duration of the hire.

10.2. Terms of Use:

- The Hirer shall not use the premises for any activity outside the scope of the Hiring Contract
- Sub-hiring is strictly prohibited
- The premises must not be used for illegal or unsafe purposes
- Nothing may be done or brought onto the premises that may invalidate any insurance policies
- Alcohol consumption requires written permission from the Owner

10.3. Room Access:

- Only the Parish Hall Area is accessible during the hire period.
- No access is permitted to other rooms in the Canon Smyth Parish Centre (upstairs or downstairs) unless hired separately, as outlined in clause 2.2.

10.4. Fixtures & Decorations:

- Nails, tacks, screws, adhesive tape, or similar items must not be used on floors, walls or fittings.
- The ceiling must remain untouched; nothing may be hung or attached to it
- Only 'blue tack' is permitted for securing decorations and must be removed and disposed of after use.

10.5. Admission Rights:

The OWNER reserves the right to refuse entry to any person whom they consider undesirable and shall not be bound to give a reason for so doing.

11. HEALTH AND HYGIENE

- 11.1. The HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. A refrigerator is provided on the premises.
- 11.2. The OWNER will not accept any responsibility for any food provided, prepared, served or sold by the HIRER.

12. PERSONAL HYGIENE

- 12.1. Food handlers should observe the following guidelines as appropriate:
- Wear an apron and/or use gloves
 - Not eat whilst preparing food
 - Tie back long hair
 - Combing of hair should not be conducted in food handling areas.

13. WASTE DISPOSAL & RECYCLING OBLIGATIONS:

- 13.1. The HIRER is responsible for ensuring that recyclable items are placed in the appropriately labelled bins provided within the Canon Smyth Parish Centre (plastics, mixed paper/cardboard, plastics, cans/tins/glass bottles & jars) and that general unrecyclable waste is placed in the labelled “household waste” bins provided.
- 13.2. At the end of the period of hire, the HIRER must ensure that ALL rubbish and recycling is disposed of using the outdoor bins provided.
- 13.3. Below is a summary of waste and recycling guidelines for the London Borough of Barnet:



The following items can be recycled



 mixed paper and cardboard	
Yes please	No thanks
✓ newspapers	✗ nappies
✓ greeting cards	✗ polystyrene/foam
✓ junk mail	✗ tissue paper
✓ clean cardboard packaging	✗ dirty cardboard packaging
✓ egg boxes	✗ wet wipes
✓ magazines and catalogues	✗ foil or plastic wrapping paper.
✓ books	
✓ shredded paper (loose)	
✓ paper wrapping	
✓ flattened/corrugated cardboard boxes.	

 mixed glass bottles and jars	
Yes please	No thanks
✓ bottles	✗ drinking glasses
✓ jars	✗ bowls/vases
✓ bottles and jar lids.	✗ light bulbs
	✗ window glass
	✗ Pyrex
	✗ spectacles.

 food tins and drink cans	
Yes please	No thanks
✓ food tins	✗ food waste
✓ drink cans	✗ dirty foil and food trays
✓ empty aerosols	✗ full aerosols or gas bottles
✓ clean foil	✗ crisp packets
✓ jar lids	✗ biscuit tins
✓ foil trays.	✗ 'scrap metal'
	✗ cans still with contents
	✗ paint cans.

 household plastic packaging	
Yes please	No thanks
✓ plastic bottles	✗ incorrect plastics
✓ food trays	✗ plastic bags and black sacks
✓ yoghurt pots	✗ plastic wrapping, bubble wrap and cling film
✓ margarine tubs	✗ polystyrene/foam packaging, trays and cups
✓ plastic bottle lids	✗ crisp packets
✓ fruit punnets.	✗ plastic furniture
	✗ food waste.

14. PUBLIC SAFETY COMPLIANCE

- 14.1. The HIRER shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, Church of the Annunciation Canon Smyth Parish Centre Fire Risk health and safety policy.
- 14.2. The HIRER must ensure that all persons entering the Premises do so at their own risk. The OWNER accepts no liability for any loss, damage or injury to individuals or their property arising from the entry upon or use of the Premises, or use of any of the equipment provided by the parish.
- 14.3. The HIRER must be aware that all portable electrical items located on the Premises undergo the required testing every 12 months to ensure that they are safe to use. The risks associated with any external items brought onto and used on the premises remain the responsibility of the HIRER.

15. MEANS OF ESCAPE

- 15.1. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
- 15.2. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

16. SMOKING & VAPING

- 16.1. The HIRER shall ensure that guests **do not** smoke on the premises or grounds and comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder.
- 16.2. Any person who breaches this provision shall be asked to leave the premises.
- 16.3. No vaping on parish premises or grounds

17. DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS

- 17.1. THE HIRER shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol.
- 17.2. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity.
- 17.3. Alcohol should not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises.
- 17.4. No illegal drugs may be brought onto the premises.

COMPLIANCE WITH THE CHILDREN ACT 1989

- 17.5. THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) checks, previously known as Criminal Records Bureau (CRB) checks, have access to the children.
- 17.6. Checks may also apply where children over eight and vulnerable adults are taking part in activities.
- 17.7. The HIRER shall provide the Booking Secretary with a copy of their DBS check and Child Protection Policy on request.

18. CANCELLATION

- 18.1. In the event that The HIRER cancels the booking the following charges will be applied:
 - **More than 30 calendar days' notice:** No charge and any deposit will be returned.
 - **Less than 30 calendar days' notice:** Loss of deposit (if deposit has been paid) or 30% of the hire cost. If full payment has been received the balance will be returned.
- 18.2. The OWNER reserves the right to cancel this hiring by written notice to The HIRER in the event of:
 - The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
 - The OWNER reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring the premises becoming unfit for the use intended by The HIRER.
- 18.3. In any such case of a cancellation by the OWNER, the HIRER shall be entitled to a refund of any deposit already paid, but the OWNER shall not be liable to the HIRER for any resulting direct or indirect loss or damages whatsoever.

18.4. END OF HIRE

At the conclusion of the hire period, the Hirer shall:

- Complete all actions detailed in the 'End of Hire Checklist' (Appendix A) and return a signed copy to the Booking office.
- Ensure all utilities (including heating, toilet taps and lights) are switched off before leaving the premises, unless directed otherwise by the OWNER.
- Leave the premises and surrounding area in a clean and tidy condition, properly locked and secured (i.e. doors and windows closed) unless directed otherwise and any contents temporarily removed from their usual positions (i.e. chairs and tables) properly replaced, otherwise the OWNER shall be at liberty to make an additional charge.
- Kitchen equipment, including but not limited to the cooker, counters and sinks must be thoroughly cleaned and applicable items replaced in the cupboards

provided. All breakages or damages must be reported to the OWNER as soon as possible.

- All persons, including helpers, musicians, etc., must vacate the premises by the time the hire booking period ends.
- Return any keys used to gain access to the premises to the presbytery. Keys are non-transferable.

APPENDIX A

END OF HIRE CHECKLIST

I, the HIRER, confirm that the applicable steps below have been completed at the End of Hire, unless directed otherwise and noted by the OWNER of the premises:

- ☐ Dispose of rubbish and recycling in outside bins provided
- ☐ Remove and dispose of any 'Blue tack' used to fix in place decorations
- ☐ Switch off heating
- ☐ Clean kitchen equipment
- ☐ Clean cooker Top ☐ Clean Cooker Oven
- ☐ Clean counters and surfaces used (i.e. tables/chairs)
- ☐ Empty fridges/freezers
- ☐ Empty urns and kettles
- ☐ Check **all** toilet taps are fully switched off
- ☐ Clean sinks
- ☐ Close windows and doors
- ☐ Switch off lights
- ☐ Return keys to presbytery, 4 Thirleby Road, next door to the church.

The HIRER **must** sign and return this form at the end of hire.

SIGNED:

PRINT NAME:

DATE:
