



BOOKING FORM

St Thomas' Church, Telford Ave, SW2 4XW
Tel: 020 8675 5086 E: bookings@stwss.org.uk

Name:

Email:

Mobile:

- Area(s) of church required:

Downstairs - Church space

Café

Upstairs - Upper Hall

Mini Church Room

- Purpose of Hire:

- Booking Date:

- From: To:

The agreed cost is £ to be paid in full by:

A deposit of **£80** must be paid on return of this form.

Deposit paid by cheque/bank transfer on:

Hire paid by cheque/bank transfer on:

Your booking is not guaranteed until **FULL** payment has been received.

Preferred payment would be by BACS to:

Name: STwSS

Sort Code: 60- 40- 05

a/c no: 32165803

Please give your name and date of booking as the reference.

The deposit may be withheld if the spaces have not been left in order post event. Please see in particular notes 3, 4, 5 & 9 in the T&Cs.

If the deposit has been paid by bank transfer please provide details of your account to enable us to arrange the refund. No details will be held on file after the booking.

Sort Code:

a/c no:

Please read the terms and conditions of use (attached) and sign below to say that you agree to abide by them, in particular you will comply with the church's child protection policy.

Signature:

Date:

OFFICE USE:

Deposit returned/cheque destroyed:

Key given/returned:

Signed:

Date:

Terms and Conditions of Use STwSS

1. **NO SMOKING** under any circumstances in any part of the building.
2. **ALCOHOL CONSUMPTION IS PERMITTED** provided it is not for sale or for public consumption outside the premises or provided to under 18s. The hirer agrees to responsible drinking by all parties on the premises. Any party wishing to sell alcohol at an event will need a Temporary Event License available from Lambeth council with prior permission from STwSS.
3. **PLEASE RESPECT OUR NEIGHBOURS at all times of day but particularly if leaving late at night.** Amplifiers permitted with prior agreement of STwSS. Any music must be turned off at 11pm. Any anti-social behaviour will result in loss of deposit.
4. **THE DEPOSIT** will be returned in full (or destroyed if paid by cheque) *if* the premises are left in a clean and tidy state and if no damage has been incurred during the agreed booking. STwSS reserves the right to **WITHOLD** part or all of the deposit to cover costs of cleaning and/or repairing damage incurred as a result of a booking. The deposit will also be withheld should the hirer overstay the allotted time. See also points 3, 5 & 9
5. **TOILETS** must not be used for the disposal of sanitary towels, wet wipes or nappies. Please use the bins provided. The deposit will be used to cover costs incurred in unblocking toilets.
6. **FURNITURE** is not to be moved from around the church except by prior arrangement with STwSS, nor is it to be dragged across floors. All furniture is to be left tidily stacked as it was found or replaced in its original position.
7. **THE MAIN KITCHEN** can only be used with prior consent from STwSS. Mugs and utensils in the kitchenette at the back of the church are available for use. Please wash and return any used items to where you found them.
8. **ALL FOOD AND SPILLAGES** must be completely cleared up in all areas used during a booking. Food consumption in the Upper Hall or Creche Room is not allowed except by previous agreement with STwSS.
9. **RUBBISH** must be disposed of before vacating the premises. All rubbish must be contained securely in bin liners and put in the commercial bins in the bin store off the side of the patio. There are bins for general waste and recycling. If there are large quantities of rubbish, then the extra rubbish **must** be taken away when leaving the premises.
10. **LOCKING UP** The premises must be left fully secure when the building is vacated. All external doors must be locked and fire doors shut. All lighting must be switched off (toilets included).
11. **ADDITIONAL INFORMATION:** Fire extinguishers and fire exits can be found in all areas. In case of fire all personnel must leave the premises and assemble on the Telford Avenue front. A First Aid box is situated in the kitchenette (marked "First Aid"). There is a First Aid box under the sink in the kitchen.
Please also be aware that there may be times when other people are using different parts of the building during your hire. You are only permitted to use the part of the building that you have hired. Please be considerate of other users.
12. **St Thomas with St Stephen's PCC cannot accept responsibility or liability** in respect of any damage to or loss of any property or articles whatsoever placed or left upon the premises.
13. **CHILD PROTECTION:** Under the Children Act 1989 we are obliged to draw your attention to the following:
 - a. You are responsible for the children in your care, and they must not wander out of the area you have hired.
 - b. You must not leave children alone without adult supervision at any time.
 - c. There must be at least 2 adults with children no matter how small the group.
 - d. No person under the age of 18 should be left in charge of children of any age.
 - e. Please make sure that hot drinks or any object which might cause injury to children are kept out of reach.
 - f. Children must not be allowed to climb on furniture.
 - g. Please keep children out of the kitchen and kitchenette.
 - h. If you provide any play or electrical equipment, there must be adult supervision at all times and the equipment must be well-maintained and suitable for use in the space hired.
 - i. You are required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring;
14. **HEALTH & SAFETY** You must report details of any accidents, faulty equipment or building maintenance issues to STwSS Parish Office at the address on the booking form.