

Becket Centre: Application for Facility Hire

Office reference:

• HIRER DETAILS	
Name of Hirer:	
Address & postcode of Hirer:	
Mobile telephone no:	
Email address:	
Organisation (if applicable)	

• EVENT DETAILS			
DATE(S) OF HIRE	Type of event (Inc. age range of attendees)	Start/end time of event (inc. prep and tidying time) NOTE CONDITIONS l, m and n.	NUMBER of ATTENDEES

• ROOM & FACILITIES REQUIRED (Delete as applicable)				
Henrietta Suite (Main Hall) (Walk around compulsory for first time user)	Assisi Room	Clare Room	Francis Room	William Scott Room
YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
FACILITIES/BAR				
Kitchen Appliances	YES/NO	Sound system – YES/NO		
Kitchen Dishwasher	YES/NO	Will alcohol be served or sold YES/NO		
Kitchen: Oven and/or hob	YES/NO	If yes please complete the additional form		
Bar	YES/NO			

Tick where relevant	DECLARATION
	I AM A REGISTERED PARISHIONER AGED 21 OR OVER.
	I HAVE BEEN SHOWN THE FACILITIES AND HAD THE CONDITIONS EXPLAINED TO ME.
	I DECLARE THAT I HAVE READ AND UNDERSTOOD THE CONDITIONS OF HIRE AND THAT I AGREE TO ABIDE BY THEM AND BE RESPONSIBLE FOR ALL MY GUESTS ABIDING BY THEM.
	I AGREE THAT ANY CONDITIONS NOT COMPLIED WITH MAY RESULT IN MY DEPOSIT BEING RETAINED.
Hirer signature	
Date	

PLEASE submit the form to the parish office for approval.

FOR OFFICE USE	
Committee approval ref (if necessary):	
Booking confirmed date:	Hire fee received date:

Deposit received date:	Deposit returned date:
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Becket Centre: Hire Charges and Deposits

- a) All private and all profit-making use of the facilities will be charged at the rates below.
- b) Any parish group able to charge a membership or attendance/subscription to their users must do so at a rate appropriate to their purpose and objectives.
They may well waive charges for those who self-declare that they cannot afford to pay. After running costs, such income must go to the parish up to the level of the full commercial charge as a contribution towards the maintenance of the facilities for all.
- c) Any group may apply to pay a reduced charge, to be determined by the Becket Centre committee after consultation with the hirer. A reduced rate of up to 50% MAY apply to charity events at the discretion of the committee.
- d) Any group may apply to the PPC or the Finance committee for financial support to cover hire charges and other costs.
- e) Pastoral and liturgical activities sponsored by the parish will normally incur no charge.

Schedule of charges per hour from 1st April 2023:

ROOM	Monday-Friday before 7pm	Monday-Thursday 7pm-11pm	Weekends: Friday 7pm to Sunday 11pm
Henrietta Suite (main hall)	£25	£35	£45
Any upstairs room	£15	£15	£15

Deposit

A deposit will be taken from all users of the facilities except those who do not pay a hire charge.

A reduced or zero deposit may be levied at the discretion of the Becket Centre Sub-committee.

Please note that the deposit is not intended to cover the cost of any damage or expense incurred by the Hirer.

The Hirer is personally liable for any costs arising from misuse of the facilities.

The deposit will assist in ensuring that facilities are used correctly and carefully.

Larger deposits (up to £200) are likely to be required of hirers who are not registered parishioners.

Schedule of Deposits:

ROOM	Monday-Friday before 7pm	Monday-Thursday 7pm-11pm	Weekends: Friday 7pm to Sunday 11pm
Henrietta Suite	£60	£60	£100
Any upstairs room	£25	£25	£25

Payments

Deposits can be paid online with the Reference "Deposit", "Hire" and the date of the event. Account details are:

Account name St Thomas of Canterbury

Sort Code 60 24 25

Account Number 41785436

Deposits are taken on booking. The usage charges are payable in full 6 weeks before the hire except for fundraisers who may arrange to pay after their event.

Deposits will be repaid 2 weeks after the event or series of events to allow time for any investigation needed.

Any misuse of facilities or failure to adhere to the Conditions of Hire will be investigated and the deposit may be retained at the discretion of the Becket Centre Sub- Committee.

Cancellation charges are noted in the Conditions of Hire.

Becket Centre: Conditions of Hire

- a) The Becket Centre Committee reserves the right to cancel a booking at any time without compensation. In the very unlikely event a booking is cancelled any booking fees and deposits paid will be reimbursed.
- b) In the event of a hirer cancelling a booking the deposit may be forfeited.
- c) The Hirer must ensure that all necessary insurance and licences are obtained and are available for inspection at the event. We have a license for the supply and sale of alcohol to be consumed on the premises
- d) Deliveries and room preparation outside the hours of the hire may only be made by prior arrangement with the parish office. This is to ensure no disruption for other users of the Centre.
- e) The Hirer is responsible for the behaviour of the guests.
- f) The Hirer must make all guests aware of the fire procedures and where the fire exits and the assembly point is located
- g) The Hirer is responsible for undertaking a risk assessment for their booking. A template can be provided on request.
- h) No equipment causing fire or smoke is permitted (safety, and sensitive alarms).
- i) The First Aid box and defibrillator in the corridor to the Church may be used, but all usage and all accidents must be logged in the accompanying accident book.
- j) Hirers and their guests are only allowed within the area specified in their hire application.
- k) All usage of the facilities in the booking, including reception area and toilets, must be controlled by the Hirer, who must guarantee that a responsible and informed adult will be present for the duration of the period of hire.
- l) Young people attending the event must be properly supervised by a sufficient number of competent adults at all times; in particular, all children must always be accompanied.
- m) Access to the car park will be restricted when there are church services, notably between 17:30 and 19:10 on Saturdays and Sunday mornings.
- n) Consideration must be given to churchgoers, other Becket Centre users, Friars and local residents. Bear in mind that the Friary is home to our Franciscan community.
That means that the noise level of the event, both inside and outside the venue, must not be excessive. Also, all persons arriving and leaving the premises must do so quietly **and on time**.
- o) NO event may continue beyond 11pm. The Becket Centre and car park must be vacated as quietly as possible, all tidying up having been completed, by 11:30pm
- p) The Hirer must remain responsible and ensure that all the conditions above are adhered to throughout an event and that they are aware of their duties as listed below.
Failure to adhere to any one of these conditions may result in the deposit being forfeited.
- q) The Parish will not (other than for damage, death or injury to their personal possessions caused by the negligence of its officers or servants) be responsible for any loss, damage or injury to the Hirer or any person on the premises in connection with the hire or for any loss, damage or failure of the heating, lighting or other equipment or service.
Any items that are brought on to the premises are done so at the Hirer's own risk.
- r) Hirers and their guests are restricted to using only those parts of the premises and outside areas agreed in their booking.
- s) A strict No Smoking policy is in place for all areas of the building.
- t) No furniture is to be removed to or from the Henrietta Suite without the written permission of the committee. Any upstairs furniture moved must be returned after use.

- u) Hirers are solely responsible for adherence to all food safety regulations and for the safety of any equipment brought in.
- v) If alcohol is to be served or sold, the additional instructions and reporting MUST be adhered to.
- w) No inflatables are permitted

Becket Centre: Checklist of Duties at the Event

1. The Hirer must log an entry in the book in the foyer: time in, number attending, time out, hirer name, and noting in particular any problems on arrival and any arising from use of the facilities and any incidents.
Regular Hirers must do this on each occasion.
The premises are covered by CCTV for both security and safety reasons.
An A Board is provided in the foyer to help hirers to direct/instruct their guests.
Comments are also welcome by email to becket_centre_committee@stthomaswoodford.org
2. All fire exits must be unlocked at the start of an event (but should not be left ajar to avoid damage to the doors in the wind). Internal fire doors must be kept closed.
Hirers must familiarise themselves and their event attendees with the location of fire extinguishers and evacuation procedures.
When the fire alarm is set off, the upstairs door to the Friary is automatically unlocked, allowing exit that way if necessary.
3. No smoking is permitted on the premises
4. All areas used must be left clean and tidy.
Toilets and kitchens must be left clean, floors cleaned, chairs and tables wiped and stacked away as indicated, carpets including the foyer to be vacuumed. Any cutlery and crockery used must be washed, dried and put away.
5. If you have used the Kitchen Dishwasher, you must follow all the instructions including making sure that the machine is emptied and drained.
6. Tables and chairs. It is the Hirer's responsibility to ensure that they are moved with adequate strong individuals mindful of proper lifting and handling techniques to avoid any risk of injury.
7. Recyclable waste must be deposited in the respective recycling bins near the garages (one for paper or card, the other for bottles, cans and plastic drink containers).
Other rubbish must be placed in refuse sacks supplied by the Hirer and put in the rubbish bins.
8. The Hirer must ensure all external doors including fire exits are closed and locked (if another group is using the Becket Centre then you will need to liaise with them).
All windows, and the kitchen, bar shutters and access hatch must be locked.

9. All lights and power to equipment (cooker, urns, dishwashers, glasswashers, sound equipment, must be turned off. Fridge and freezer should be left on.
10. Finally, return keys through the letterbox on the Friary Front Door.
- 11. Remember: SAFETY, NOISE, SECURITY, and TIDINESS!**