Growing Together: Towards God, Each Other and Community

Booking Agreement 2025

For

St Nicholas Church Centre

St Nicholas Church,

30 Wareham Road,

Corfe Mullen,

Wimborne,

Dorset BH21 3LE

01202 602948

stnicholascm@gmail.com

CONDITIONS OF USE – ST. NICHOLAS CHURCH CENTRE FACILITIES

The Booking Agreement for Users is made between Corfe Mullen Parochial Church Council (CMPCC) and the User. The User shall be the person making the application and will be responsible for the observance of these conditions and payment of all sums due in respect of the Agreement. Invoices will be issued once a booking has been confirmed.

Age of User – the User must be 18 years of age or over

Cancellation - One month's notice is required for all cancellations**.** Failure to provide a month's notice will result in you being invoiced for the session.

Car Parking - St Nicholas is an eco-Church. We would therefore ask all group leaders to encourage their members to walk, use public transport or car share when coming to the centre. There is a car park available for Centre Users on a first come first served basis. CMPCC takes no responsibility for any damage caused to vehicles while using the car park. No vehicles shall be left in the car park overnight unless permission has been given in advance. Please make sure that your group members park in marked bays only and do not park in reserved spaces. Access to the Nursery and the Rectory must be possible at all times. If you are holding an event, please appoint car park marshals to monitor the car park.

Children - Users are responsible for the safety and behaviour of all children at each session at all times, both in the room booked, communal areas e.g., toilets and outside the building. **NO children should be left unsupervised or allowed access to the kitchen**

Dogs – Only Assistance Dogs are permitted on site

Cleaning - Please leave all facilities as you find them. The Utility Room in the rear corridor contains hoovers and mops. The floor sweeper for the main hall is at the rear of the main hall by the table store.

Damage, Loss or Injury - The CMPCC will not be liable for damage, loss or injury to persons or property arising from any session. The User should be insured in respect of all Third-Party risks and a copy of the Insurance Certificate must be returned with this booking form.

Dates and Payment - Invoices are normally issued monthly after the first month and should be paid within 30 days or by the date on the invoice. If termly or annual invoices are required, please contact the Parish Office.. Late payments may result in the booking being cancelled.

Electrical equipment - The CMPCC has no responsibility for any equipment brought on to the premises. All electrical equipment either personal or belonging to the Church Centre should be visually inspected prior to use to ensure there are no loose / worn cables and the equipment is fit for purpose. Please report any problem with centre equipment to the office. The User will be liable for any damage incurred through the use of electrical equipment brought on to the premises. This includes any damage to the building/sockets or electrical wiring or subsequent damage.

Fire Precautions - As a User of the facilities you are responsible for the safety of all those in your Group using the premises during the period of your booking. It is a requirement of Dorset Fire Brigade and the insurer of the building that for the whole period of the booking, there are two responsible persons who will take charge in case of an emergency. Those persons must ensure that they are fully conversant with the position of the fire panel and fire exits.
In the event of an emergency, signalled by the ringing of the fire bells, the priority is to evacuate the building**. Do not attempt to fight the fire unless your escape route is cut off.** The main exits are through the doors at the front of the building and the secondary doors are at the back. There are also fire doors from the church - to the road; in the lounge and alongside the toilets into the garden; and from the large hall directly to the Car Park. There is a grab bags by the front doors which contain basic first aid equipment.

The fire brigade should be contacted by calling 999 by the User or nominated responsible person.

For the purposes of checking that the evacuation is complete all persons should be instructed to assemble in marked areas in the front of the Church (if exiting at the front of the building) or in the Rectory driveway (if exiting from the rear of the building). A headcount should be done or names ticked off an attendance sheet if one exists. Once they have been recorded as out of the building people can leave the site however, the main driveway must be kept clear for emergency vehicles.
If you are in doubt as to your duties, then you should raise this with a church representative

First Aid - A First Aid box is located in the kitchen. This must be returned and not removed from the premises. Any accident is to be recorded on an Accident Report Form which is located on the notice boards in the Narthex and Rear Corridors. These must be left with the Church Centre office for entry into the Accident Report Book. All groups should ensure they have appropriate First Aid cover. The nearest defibrillator can be found inside the Co-op or inside BH Live

Heating - Please do not attempt to make any alteration to the thermostats. The thermostats are pre-set centrally and controlled from the office.

Individual Use - Please do not use rooms other than those booked by you. Fire doors should not be used as entrances and exits except in the case of a fire or when advised to by the Office..

Kitchen - The kitchen has the necessary equipment to cater for events being held on the Church premises. Boiling water is available from the Still. Instructions for using the kitchen appliances are available on the laminated posters in the kitchen.
The kitchen must be left clean and tidy at the end of your booking, all crockery put away and all rubbish removed. Please put food rubbish in the brown food bins and these should be emptied into the larger bin outside at the end of your session. All other rubbish should be removed from the site by the User

Occupancy – The maximum occupancy of the main Church Auditorium is 300 people seated. The maximum occupancy of the Main Hall is 200 people seated. The User shall be responsible for the prevention of overcrowding by complying with these capacity numbers.

Protection of Premises and Movable Property - Furniture is to be replaced as found at the end of each session. Furniture and fittings shall not be removed from the premises. No fittings or decorations of any kind, necessitating the driving of nails or screws into fixtures forming part of the building's fabric is permitted. No Sellotape should be used to fix banners / decorations to walls. In event of damage to the premises or property the CMPCC shall make it good and the User shall pay the cost of such reparation. Any breakage shall be reported immediately. Please close all doors and windows at the end of your session.

Public Liability Insurance – For the User' Group / Organisation, this must be at least £2 million

Public Safety – The User is responsible for keeping clear all passages and exits. The User shall be responsible for providing adequate supervision to maintain good conduct and order.

Safeguarding - The CMPCC has a Safeguarding Policy for its work with children and vulnerable adults. This is on the noticeboard in the outer lobby and on our website. You are welcome to adopt our policy, otherwise you must submit a copy of your own Safeguarding Policy with the Booking Agreement. Please indicate on the Booking Agreement if you are adopting our policy or not.

The Law - Premises are not to be used for any illegal activity. The User is responsible for ensuring compliance with relevant laws including the Disabilities Act 2004, Equal Opportunities, Children's Act, Race Relations, Copyright and Licensing Laws. The Church Centre does not have an alcohol or gambling licence.

ADVERTISING AND SOCIAL MEDIA

The Church Centre has a website and social media sites. We would like to advertise your group on these sites. Please let us know the contact details you would like us to use.

If you do not wish us to advertise your group or want us to stop advertising your group, please inform the Centre Co-ordinator.

TARIFF

Room / Facility	Monday – Friday Day	Monday - Friday Evening	Saturday Day	Saturday Evening
Church	£21.65	£24.71	£25.40	£31.50
Chapel	£10.50	£13.36	£14.00	£17.85
Main Hall	£15.25	£19.10	£19.10	£26.00
Small Hall	£10.30	£13.00	£13.70	£16.65
Lounge	£10.50	£13.59	£14.00	£17.85
Narthex (inner lobby)	£3.75 Per session	£3.75 Per session	£3.75 Per session	£3.75 Per session
Kitchen small group (max 24), drinks only	£6.40 Per session	£6.40 Per session	£6.40 Per session	£6.40 Per session
Kitchen, large group inc drinks / food preparation	£12.20 Per session	£12.20 Per session	£12.20 Per session	£12.20 Per session
Kitchen with Oven	£23.75 Per session	£23.75 Per session	£23.75 Per session	£23.75 Per session
Kingfisher Lounge	£9.10	£11.20	£11.77	£12.84
Party Rate £80.00				

Notes

- The Church Centre is open from 8.30am to 11.00pm Monday to Saturday. When not in use it may shut earlier. Access outside these hours is by prior arrangement only.
- Costs are per hour unless otherwise stated
- Minimum let of 1.5 hours applies to all bookings
- No water-based games.
- Payment is due 14 days before use.
- A function MUST finish no later than 10.30pm so that you can ensure the premises are left clean and tide and vacated promptly at 11.00pm for the volunteers to lock up.
- A penalty of £25.00 per half hour or part thereof will be charged for exceeding the times booked.

BOOKING AGREEMENT BETWEEN CORFE MULLEN PAROCHIAL CHURCH COUNCIL

AND

THE USER NAMED BELOW

USER DETAILS	
Name of User:	
Address	
Postcode:	
Telephone Number:	
Email:	
Group / Organisation	
Office / Position Held:	
Purpose of Hire:	
Maximum persons involved:	

BOOKING DETAILS

Date	**Room(s) required**	**Time**	**Cost per hour or per session**	**Amount**
	Church Auditorium			
	Chapel			
	Main Hall			
	Small Hall			
	Lounge			
	Narthex			
	Kitchen - small group			
	Kitchen - large group			
	Kitchen - with oven			
	St Hubert's Church			
	Whole Centre			
			Total	

PAYMENT

- Invoices are sent out monthly, termly or annually. Please inform the Parish Office of the frequency that you wish to be invoiced.

- Monthly invoices are sent out by the 15th of each month and payment must be made within 30 days or before the date of the booking whichever comes first. If more than one session per month is being booked the payment is due before the first session of the month.

- All other invoices must be paid 14 days before the first session or within 30 days of receiving the invoice, whichever comes first.

- Payments may be made
    - by cash in person at the Church Centre Office.
    - by cheque made payable to “Corfe Mullen PCC”. Please put the invoice number on the back.
    - by BACs to Lloyds Bank plc Sort Code 30 - 96 - 73 Account Number 02328483 Account “Corfe Mullen PCC”. Pleaser put the invoice number in the reference box.

CONDITIONS OF USE – DECLARATION BY THE USER

I, being the duly appointed agent of .....
(the Group / Organisation named herein) agree to abide by the Conditions of Use and so hereby agree to indemnify Corfe Mullen Parochial Church Council against any liability whatsoever which may arise out of the letting of the premises to me. In particular, I confirm I have read the Conditions of Use pertaining to Fire Precautions and accept the responsibilities stated therein.

Signed .....

Print Name: .....

Date .....

SAFEGUARDING POLICY *

I enclose a copy of our Safeguarding Children and Vulnerable Adults Policy ☐

Or

The Group / Organisation wishes to adopt and comply with the Safeguarding Policy of the Corfe Mullen Parochial Church Council ☐

* *Please tick as appropriate*

Please return the signed Booking Agreement (last 2 pages), a copy of your Group / Organisation Public Liability Insurance, risk assessment and if appropriate safeguarding policy to the Church Centre Office at the address on the front page of this Agreement.