

ROOM BOOKING TERMS AND CONDITIONS

OUR RESPONSIBILITIES:

- Provide a warm welcome in a safe, clean, and appropriate venue for your booking.
- Supply the required equipment as determined on your booking form
- Inform you of any planned Fire Safety activity on the day of your booking
- Car parking spaces are not Guaranteed unless booked in advance and may incur a charge.

YOUR RESPONSIBILITIES:

- Ensure you have appropriate Public Liability Insurance for your activity
- Keeping a Fire Risk Register of your attendees. (Signing in sheet)
- Inform the staff on reception of any Personal Plans of any of your attendees regarding Fire and Safeguarding.
- Leave the room and associated facilities, clean and useable. Failure to do so may incur additional cleaning charges at £30 an hour.
- Supervise the children and vulnerable adults in your activity appropriately. Failure to do so may result in the cancellation of future bookings. Safeguarding your attendees is your responsibility. (Please sign the attached document if this applies to your booking.)
- Any food consumed on the premises supplied by an external caterer, is suitably labelled for Allergen Advice.
- Please vacate your room in accordance with the time provided on your booking form, as we may need to reset the room for a subsequent booking. Additional time used may be charged.
- Inform St Marys staff of any issues with your room or facilities before leaving the premises.
- Any lost property will be logged and kept for 3 months only.
- Our NO SMOKING Policy includes vaping.

CANCELLATION POLICY:

Late cancellations cost us a great deal in terms of lost revenue. To avoid this and to help plan your event we have put in place the following policy.

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| • 15 days or more notice | NO Charge |
| • 7-14 days of notice | 50% Charge |
| • 1-6 days of notice | 100% Charge |

PAYMENTS:

All payments to be made within 14 days of receipt on Invoice.

CONFIRMATION OF BOOKING:

When you sign and return the St Marys Booking Form you are agreeing to the above terms and conditions and Cancellation Policy.



SAFEGUARDING AGREEMENT

The Parochial Church Council of St Mary's Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is available on the website. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for St Mary's Church is:

Name: **Revd. Karen Cribb** Tel. No: c/o **0114 2230223**

Declaration

By returning the Booking Form you are effectively signing the above safeguarding Agreement.