

Holy Trinity, Tottenham  
Philip Lane,  
Tottenham,  
London,  
N15 4GZ

The Old School House booking form:

<b>Name of group/individual:</b>		
<b>Address</b>		
<b>Email</b>		
<b>Contact Telephone no.</b>	Landline:	Mobile:
<b>Date and time of hall use</b>	__ / __ /20 __	From: __: __ am/pm to __: __ am/pm
<b>Purpose for use of hall</b>		
<b>Additional facilities required:</b>		

I hereby agree to use the hall for the purposes specified in this application only and for no other purposes and agree to abide by the conditions set out in the 'Conditions of Hire', detailed in the document: *Information Concerning the Hire of Holy Trinity, Tottenham Church Hall (see overleaf)*.

Please note: The PCC of Holy Trinity, Tottenham regards the safe care and protection of children as of the utmost importance. Groups that hire or use church premises are expected to share this concern and make appropriate provision for the protection of children and young people & adults at risk.

***(For outside bodies working with children, young people & adults at risk:***

***"This organisation \_\_\_\_\_ confirms it is familiar with the Home Office Code of Practice – Safe from Harm, and with the London Diocesan Safeguarding Children and Young People's policy and Safeguarding Adults at Risk policy. It understands these policies and procedures and undertakes to follow their recommendations in relation to work with children and young people & adults at risk."***

Signed \_\_\_\_\_

Date \_\_\_\_\_

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Please complete the above application form, having checked with the Hall Letting officer (Matthew Creber - matthew@thewellside.org) that the hall is available on the day and times you require it, and to confirm the hall letting fee for your particular proposed activity.

If applicable send a 25% deposit (non refundable) to the Hall Letting Officer.

At least 14 days before the date of the booking please send *by cheque* the whole cost of hiring the hall and a duly signed copy of this form to the Letting Officer at: *Holy Trinity Vicarage, Philip Lane, N15 4GZ*

*Cheques should be made payable to The PCC of HOLY TRINITY, TOTTENHAM.*

***The PCC of HOLY TRINITY, TOTTENHAM reserve the right to refuse any booking.***

**INFORMATION CONCERNING THE HIRE OF  
HOLY TRINITY TOTTENHAM: Old School House**

**A - Standard Conditions of Hire**

- a) The halls are not available for events including non-Christian religious worship or ceremonies of any sort, including the use of such religious worship in wedding receptions and birthday parties.
- b) The halls are not available for commercial or business activities without PCC approval.
- c) No smoking is allowed
- d) Noise is to be kept to a reasonable level, both in the hall and church grounds.
- e) No Decorations (however described or conceived), shall be applied to the walls without prior agreement by the hall manager.
- f) The Incumbent, Churchwardens, any PCC member or any police officer has right of access at any time during the period of hire
- g) Cars should be parked on the tarmac area only in front of the church and should allow clear access to the church and vicarage at all times. Reserved car parking spaces (which are clearly marked) must be respected at all times.

When the car park is full visitors are to use the adjoining roads - NOT THE GRASSED AREAS

- j) The hirer is responsible for ensuring that the Fire Instructions for the hall are observed during the period of hiring and shall also be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Local Authority or otherwise.
- k) In particular, it should be noted that, **NO COPYRIGHT MATERIAL SHALL BE PERFORMED WITHOUT APPLICABLE LICENSES and NO EXCISABLE LIQUOR SHALL BE SOLD.**
- l) The hirer shall be responsible for making adequate arrangements to insure against any third party claims, which may lie against the Hirer or his/her organisation whilst using the premises.
- m) The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything, which may endanger the premises, their users or any insurance policies relating thereto.
- n) The Hirer shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
- o) The Hirer shall, if selling goods on the premises comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
- p) The halls must be vacated by **10pm** on weekdays and **11.30pm** Saturday.

**NB the hall is not normally available for hire on Sundays.**

- p) The hirer acknowledges that no tenancy is intended to be created between the PCC and Hirer and no relationship of landlord and tenant exists between them.
- q) THE HIRER shall abide by the PCC Safeguarding Policy, signing the provided copy to acknowledge that this has been seen and will be followed.

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SIGNED ON BEHALF OF PCC of HOLY TRINITY, TOTTENHAM