



St James' Church Application for use of premises

Plomer Hill, Downley, High Wycombe BUCKS HP13 6NB

E-mail: hilmad1842@gmail.com

Before completing this form, please read the "Terms and Conditions" document which can be found on our website www.stjimesdownley.org.uk

1	Name of Organisation / Person..... Address Phone number (day) (evening) E-mail address Name of organiser Address / telephone (if different from above)
2	Nature of function Date required*: *If you are booking a series please give all dates you require the premises below. If applicable, please indicate whether you will meet during school holidays? Yes / No (Please continue on a separate sheet if necessary) Times: booking start event start booking finishes..... <div style="text-align: right;">(no later than 11pm)</div>
3	Anticipated numbers attending..... (Capacity of Hall is 100) Is music to be used? (if so, describe) Control of admission: ticket <input type="checkbox"/> private invitation <input type="checkbox"/> open entrance <input type="checkbox"/> Alcohol - please note that we are not licensed. You can refer to the website www.wycombe.gov.uk for more information. For obtaining a license* licensing@wycombe.gov.uk or tel: 01494 421222 *Please provide copy 14 days prior to booking date.
4	Public Liability: The church does not have public liability insurance against claims of personal liability or damage caused through negligence during a hiring event. Please see section 7 of the St James' Church Hall hire information terms and conditions and give detail of your Public liability insurance here: Company sum covered £ Policy detail Period of cover <i>N.B You need to be covered up to £5m and have indemnity to principle clause.</i>
5	Keys & Charges: Please contact the Church bookings co ordinator Hilary hilmad1842@gmail.com prior to your booking in relation to collecting keys. All Keys must be signed for and are the responsibility of the hirer. Any loss must be reported in the first instance to the emergency contacts named in the 'Terms of use' document. A charge of £15 per key for replacement keys will be made, and further charges for locks if necessary. The booking fee and a £50 damage, cleaning and key deposit must be made by bank transfer into our bank account 20-40-71 30311189 one week before you collect keys.

6	<p>I have read the St James' Church Hall hire information terms and conditions along with the Safeguarding Policy and, agree to be responsible for keeping the policies and rules contained in them. on behalf of myself and my organisation,</p> <p>Signed</p> <p>Position in organisation (if appropriate)</p> <p>Date</p>
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SUMMARY OF LETTINGS CONDITIONS

1. No Noise after 11pm, especially when leaving the building.
2. No alcohol may be sold without a license.
3. Please leave the building clean and tidy.
4. Take away all your rubbish.
5. Ensure the windows are shut and doors securely locked when you leave.

2019 LETTING COSTS AT ST JAMES' CHURCH - per hour

10.50 per hour weekdays (from 6am Monday to 6.00pm Friday)
 14.00 per hour weekends (from 6.00pm Friday to 6am Monday)
 Community groups can apply for discounted rates further details on request.

Rates are negotiable for:

- Use of more than one area
- Half days / full days
- All of premises
- Series/ long term bookings

If you have any queries please don't hesitate to contact Hilary hilmad1842@gmail.com
 These costs are for 2019 and may go up in 2020. We will let you know of any increase.