**APPLICATION FOR 2025 ONE-OFF HIRE OF ROOMS IN HOLY TRINITY CHURCH CENTRE**

**THE COMPLETED FORM SHOULD BE RETURNED TO**

Administrator

Holy Trinity Church Centre, Sheen Park, Richmond, TW9 1UP

020 8404 1112

office@htrichmond.org.uk

| Name |  |
| --- | --- |
| Address |  |
| Phone |  |
| E-mail |  |
| Organisation \* |  |
| Date required |  |

\* Please leave blank for private hires

| ROOM | COSTPER HOUR | AREA(sq m) | START TIME | END TIME |
| --- | --- | --- | --- | --- |
| Main Hall \*\* | £37.20 | 80 |  |  |
| Small Hall \*\* | £28.55 | 34 |  |  |
| Main Hall and Small Hall \*\* | £50.75 | 114 |  |  |

\*\* All rooms include use of the tea point

| To be used for |  |
| --- | --- |
| No. of people expected |  |
| Total booking cost (£) |  |

*To confirm the booking, payment in full must accompany this form*

Please make cheques payable to **HOLY TRINITY CHURCH, RICHMOND**

Bank transfers should be made to Account No. 27092453 and Sort Code 60 17 31

(please include a Transfer Reference of BOOKING - SURNAME)

**PLEASE READ THE CONDITIONS OF HIRE AND OUR SAFEGUARDING POLICY**

**ATTACHED TO THIS FORM,**

**AND SIGN THE BOOKING DECLARATION ON THE FINAL PAGE**

| For Office Use Only |  | *In case of emergencies please contact**Liz Morris (Operations Manager) on* *07954 584323* |
| --- | --- | --- |
| Payment received (£) |  |
| Method of payment |  |
| Date |  |

**HOLY TRINITY CHURCH CENTRE, SHEEN PARK, RICHMOND**

**CONDITIONS OF HIRE FOR ONE-OFF HIRES FOR 2025**

**BOOKINGS & PAYMENT**

* Centre hire charges are set out on the Booking Form
* Bookings may be by telephone, e-mail or post to the Centre Administrator (address at the end of these Conditions) but must be confirmed within seven days by completing and returning a Booking Form
* The Booking Form should show the actual times and room(s) required so that the appropriate rates may be charged and arrangements made for opening and closing. The times of the booking must be strictly adhered to as time in excess will be charged for
* Booking times should include any time required to set up and clear up, ie. the complete time from entering to leaving the premises, and should include all rooms and facilities to be used during the booking
* All events must end by 2215 and the premises be vacated by 2230. No extensions are granted
* The Centre Management reserves the right to refuse any application or to impose special terms or conditions
* The full fee is payable at least four weeks before the date of hire
* A deposit may be charged.

**CANCELLATIONS**

* The Centre Management reserves the right to cancel any reservation or terminate any use at any time
* If a booking is cancelled by the Hirer within four weeks of the date of hire, the Centre Management reserves the right not to return the fees.

**PROHIBITED ACTIVITIES**

We do not accept bookings for activities which are in conflict with our understanding of the Christian Gospel. In particular we reserve the right to refuse requests for hire by individuals or groups for activities which, in our opinion, are

* Contrary to the purposes and beliefs of our Church
* May cause offence, on grounds of their Christian beliefs, to a significant number of our members.

For the avoidance of any doubt, we will not accept bookings for any of the following specific activities:

* Acts of worship other than Christian worship
* Celebration of non-Christian festivals
* Parties with a Halloween theme
* Activities that have their origins in other religious traditions, such as yoga, meditation and martial arts with spiritual practice
* Alternative therapies with elements of spirituality that conflict with our own
* Events with immoral, explicit or occult themes, including discussion of, or the use of, ouija boards or tarot cards
* Discussion of, or the practice of, palm readings.

**OTHER PROHIBITIONS**

The Hirer hereby agrees with Holy Trinity Church Centre as follows:

* Not to connect any electrical apparatus to the Centre electricity supply without the prior permission of the Centre Management
* Not to permit smoking on the premises
* Not to sub-let
* Not to consume alcohol, except with prior permission from the Centre Management
* Not to fix anything to the fabric of the walls, doors or ceilings. Posters may be displayed but only with the permission of the Centre Management
* Not to carry out any gaming - except for lawfully run raffles
* Not to use fireworks.

**LOSS, DAMAGE OR INJURY**

* The Centre Management accept no responsibility for any loss, damage, theft or injury suffered by the Hirer or any person using the Centre unless the Centre Management were found to be negligent
* Although there may sometimes be a qualified First Aider on site, the Centre Management does not guarantee this, and encourages hirers to make their own arrangements
* The Hirer is responsible for any loss, damage or theft, and undertakes to make good as determined by the Centre Management
* The Hirer is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring
* The Hirer is required to sign a statement which confirms that they have seen the church’s safeguarding policy and guidelines and agrees to abide by appropriate safeguarding procedures. ​Please see final page of this document
* ​The Hirer is required to use the Accident Book stored in a rack on the wall of the Kitchenette to provide complete details to the Centre Management of any accident or incident occurring during their occupation of the premises.

**FIRE SAFETY**

* The lead booker or the person leading the event on the day will act as Fire Marshal in the event of an evacuation. A Fire Action sheet, fire extinguisher information and a Fire Marshal vest can be found on a clipboard on the wall by the Main entrance to the building. A copy of the instructions will be sent to you with your booking confirmation and shown to you when you collect the key
* Please ensure you are familiar with the instructions listed on the 'Fire Action' notices posted in the Halls, Foyer and Kitchen. These give simple instructions that can be followed in the event of a fire
* Please note that passageways to fire exits should be kept clear at all times and any fire doors should be unlocked
* In the event of an evacuation, head to the fire Assembly point which is the Lychgate in the car park on the Sheen Road side of the church
* The host of an event on the premises is responsible for knowing how many children and adults are attending so they can be accounted for in the event of an evacuation.

**MAINTENANCE OF GOOD ORDER**

* The Centre Management have the right of free entry to the Centre at any time
* The Hirer undertakes to maintain good order during the period of hire
* The Hirer undertakes to leave the premises clean and tidy, and to remove all their rubbish and property at the termination of the Hire Period (see additional Notes below). The Centre Management reserve the right to levy a reasonable additional charge if they need to carry out cleaning or tidying above and beyond normally expected levels
* If the Hirer’s activity involves music or other loud noise, the Hirer must keep external doors closed, keep the volume to a minimum and take any other measures required by the Centre Management to avoid nuisance to the neighbours.

**SECURITY AND LEAVING THE PREMISES**

* The Hirer undertakes to ensure when leaving that all lights and heaters are switched off, doors and windows are closed, velux roof windows are shut, and the premises are securely locked
* The Hirer also undertakes to ensure when leaving that no taps are left running or plugs left in sinks in both toilet and kitchen areas
* The Hirer’s attention is drawn to notices regarding security and action to be taken in case of fire.

**KEYS**

* Hirers should contact the Administrator at least a week before the day of their booking to agree arrangements for a key.

**CAR PARKING**

* Limited facilities may be available at the Hirer’s own risk. However, the Centre Management cannot guarantee that spaces will be available because on occasions they will all be used for church events
* Additional on-street parking is available at certain times of the day and week. Details can be found on the Richmond Borough website.

*Notes on cleaning*

* All necessary cleaning materials are available in the Cleaner’s cupboard, including a vacuum cleaner, broom, dustpan and brush, mop and bucket, and black sacks for waste
* Any materials that can be recycled (paper, card, bottles, cans, plastic containers, etc) should be taken away and recycled at home or at local street facilities
* Any remaining rubbish should be bagged and placed inside (not on top of) the large green bins near the outside of the main entrance to the Church Centre

*Contact details*

Administrator, Holy Trinity Church Centre, Sheen Park, Richmond, TW9 1UP

020 8404 1112

office@htrichmond.org.uk

**PLEASE TURN OVER FOR OUR SAFEGUARDING POLICY**

**Parish of Holy Trinity and Christ Church, Richmond**

**Safeguarding Policy Promoting a Safer Church**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 17 July 2023:

The Church is called to share the good news of God’s salvation through Jesus Christ. The life of its communities and institutions is integral to how this task is addressed. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

As a local church we want to provide a safe and secure environment for everyone, especially children and vulnerable adults. We are committed to establishing and maintaining an environment where children and young people are nurtured and protected, and where people of all ages - and especially those who may be vulnerable for any reason - are encouraged in their journey of faith.

* In accordance with the Church of England Safeguarding Policy, our church is committed to:
* promoting a safer environment and culture
* safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church
* responding promptly to every safeguarding concern or allegation
* caring pastorally for victims/survivors of abuse and other affected persons
* caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
* responding to those who may pose a present risk to others.

The parish will:

* create a safe and caring place for all
* have a named Parish Safeguarding Officer (PSO) to work with the Incumbent and the PCC to implement policy and procedures
* safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse
* ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish
* display on church premises and on the parish website the details of whom to contact with safeguarding concerns or support needs
* listen to and take seriously all those who disclose abuse
* take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops’ guidance, including immediately notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies
* offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred
* care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties
* ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually
* review the implementation of the Safeguarding Policy, Procedures and Practice at least annually.

During any periods when our usual Services, groups, activities and events are impacted by the Coronavirus pandemic, we will continue to operate according to this Policy, and we have put in place additional policies and procedures that we will adhere to, especially in relation to how online meetings are conducted.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.



**PLEASE TURN OVER TO SIGN THE BOOKING DECLARATION**

**BOOKING DECLARATION**

* **I hereby apply to use the above-mentioned room(s) in accordance with the Conditions of Hire for the premises and agree to pay the requisite fee**
* **I confirm that I have seen the church’s Safeguarding Policy and guidelines, and agree to abide by appropriate safeguarding procedures**
* **​I agree to use the Accident Book to provide complete details to the Centre Management of any accident or incident which occurs while I am on the premises**
* **I confirm that I am at least 18 years old**

| Signed |  |
| --- | --- |
| Date |  |