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## APPLICATION FOR USE OF CHURCH

|                                                         |                   |                    |  |
|---------------------------------------------------------|-------------------|--------------------|--|
| Person responsible for group/organization and position: |                   |                    |  |
| Address:                                                |                   |                    |  |
| Telephone:                                              |                   |                    |  |
| Email:                                                  |                   |                    |  |
| Organisation / Group Name (if different):               |                   |                    |  |
| Description of Function:                                |                   |                    |  |
| Date of hire:                                           |                   |                    |  |
| Event Start Time:                                       |                   | Event Finish Time: |  |
| Access to building required at:                         |                   | Until:             |  |
| Time of Rehearsal:                                      |                   |                    |  |
|                                                         | Egloshayle Church | St Breoke Church   |  |
| Church required (please tick):                          |                   |                    |  |
| Are you serving refreshments/ need use of the kitchen:  |                   |                    |  |

## Terms and Conditions of Hire

The person named in the Hiring Agreement shall be responsible for ensuring that the following conditions of hire of the church at Wadebridge Parish are complied with in all respects. The Hirer will enter into a Hiring Agreement with the Parochial Church Council of St Breoke & Egloshayle in Wadebridge hereafter referred to as Wadebridge Parish.

Wadebridge Parish regards the safe care and protection of children and vulnerable adults 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 vulnerable adults within their care.

### THE HIRER AGREES:

#### Your Booking

1. That a booking is not confirmed until a completed hire agreement form has been received and agreed. The PCC reserves the right to cancel the booking if: exceptional, unforeseen circumstances arise; there is any breach of these conditions; or there is misstatement or material omission in connection with the hire agreement form, particularly relating to the purpose of hire.
2. To pay the balance of fees within 28 days after the event.
3. That in the event of an important service or emergency, it may be necessary for the activity to be relocated or cancelled. In the event of The PCC cancelling the booking (for this or any other reason) all fees (if already paid by the Hirer) shall be refunded in full.
4. That the premises may be inspected to assess suitability for the purpose for which they are hired.
5. That no tenancy is intended to be created between The PCC and the Hirer and no relationship of landlord and

tenant exists between them.

6. That no parking is included in this hire agreement, although disabled and loading access is available at the front of both Egloshayle and St Breoke Church.

#### Preparing for your Event

7. To be responsible for obtaining any local authority or other licenses necessary in connection with the booking such as a TENS agreement if you plan on selling alcohol.

8. To be responsible for obtaining adequate insurance against any third-party claims which may lay against the Hire or the Hirer's organisation whilst using the premises.

9. Any signs, notices, posters or banners to be displayed by the hirer shall bear the name, contact address and telephone number of the hirer.

10. That it has read The PCC's safeguarding policy and agrees to comply with the safeguarding guidance issues by the House of Bishops and Diocese 'promoting a safer church' and agree to adhere to its recommendations in relation to their work with children, young people and vulnerable adults. Staff and volunteers involved in work or other organised activities with children or other vulnerable people will need to confirm that they have been DBS checked to assess their suitability to work with such people. The safeguarding policy and statement can be found here.

[www.wadebridgeparish.org.uk/new-safeguarding-policies](http://www.wadebridgeparish.org.uk/new-safeguarding-policies)

11. To carry out a risk assessment of your activities and act on findings to mitigate any risk (following any Covid-19 restrictions applying at the time of usage). If required, a risk assessment form can be downloaded from

[www.wadebridgeparish.org.uk/churchhire](http://www.wadebridgeparish.org.uk/churchhire)

#### On The Day

12. To be responsible during the period of hiring for supervision and security of the premises and protection of the fabric and contents from damage.

13. To ensure that The PCC and Wadebridge Parish staff have access to all areas hired during the period of hire.

14. To ensure that the fire apparatus of the premises is not interfered with in any way and that all emergency exits are not obstructed and all persons using the premises are aware of the location of fire appliances and emergency exits.

15. To keep the amount of noise or other disturbance to an acceptably low level during the period of hire, and also during arrivals and departures so as not to cause nuisance or inconvenience to building users in other areas of Wadebridge Parish or to the neighbouring properties.

16. To ensure that time for setting up and clearing away the event, are clearly defined in the hire agreement and adhered to.

17. To clear up after the event both inside the hired rooms and also outside where any mess may have been caused by the event (including any children's rubbish, overflow of waste from the event and smoking mess). If the kitchen or kitchenette is used, it must be left clean and tidy.

18. Wadebridge Parish welcomes people of all faiths and none. Yet you are reminded that this building is a place of Christian worship, and even though you may not share our beliefs, we ask that you are respectful of this fact in your use of the premises.

19. Not to permit unseemly behaviour that would be damaging to the mission or witness of Wadebridge Parish.

#### Afterwards

20. To accept full responsibility, for and to The PCC against all costs arising from injuries to any person, using the premises during the period of hire, except such as may be caused by the negligence of The PCC. If any such injury does occur, the Hirer must inform the Wadebridge Parish Church Office of the details, such that it may be recorded in the Accident book.

21. To compensate The PCC for any damage or theft caused to the building, or to any fixtures, fittings or appliances belonging to Wadebridge Parish during the period of hire or as a result of any breach of this agreement.

22. That The PCC will not be responsible or liable for any damage to, or loss of property brought onto, or left on the premises by the hirer or any other person.

23. Access to the venue is limited to the agreed hired times. Should you find you have left something behind or require any further access, please visiting during normal church open hours or request it via [info.wadebridgeparish@gmail.com](mailto:info.wadebridgeparish@gmail.com).

The Parochial Church Council of Wadebridge Parish is committed to the protection of children, young people and vulnerable adults. Volunteers within the church working with such groups are required to have cleared DBS checks and adhere to our safeguarding guidelines. These include, amongst others:

- treat all children, young people and adults with respect and dignity, keeping your own language, attitude and body language respectful
- avoid being alone with a child, there should always be two properly recruited adults with each group of children
- never use illicit drugs, abuse prescription medication, or use alcohol when responsible for a child or vulnerable adult
- keep physical contact specific to the needs of the activity and always seek permission from the person first
- never scapegoat, ridicule or reject a child, group or adult or allow others to do so
- never give lifts to children or young people on their own or on your own or allow unknown adults access to children

See [www.wadebridgeparish.org.uk/new-safeguarding-policies](http://www.wadebridgeparish.org.uk/new-safeguarding-policies) for guidance. We require that all who use our premises for any activities read, agree and adhere to our PCC Safeguarding Policy Statement:

**I have read and accept the Terms and Conditions of Hire and agree to abide by them. I have read the PCC Safeguarding Policy Statement and agree to adhere to its recommendations in relation to our work with children, young people and vulnerable adults.**

**Signed:**

**Date:**

[www.wadebridgeparish.org.uk](http://www.wadebridgeparish.org.uk)