Version 25.1

**Enquiry, Booking Form and Guidelines**

This form should be completed and returned to venuehire@bodminway.org or The Team Office, St Petroc’s Parish Centre, Church Square, Priory Road, Bodmin, PL31 2DP

We will reply by email to confirm if the date and time is available.

Name of Hirer

Name of Organisation (if applicable)

Postal Address

Telephone

Email

Type of Event

Date(s) required

Arrival Time Departure Time

Date and times of rehearsal (if required)

Estimated number of participants

Do you wish to use – Piano? YES / NO

Do you require a PC projector and screen? YES / NO

Do you require lighting and sound? YES/NO

Do you require heating? YES / NO

Do you require internet access? YES / NO

Are children / vulnerable adults participating in your activities?\* YES / NO

\* If children and young people are participating please complete and sign the **HIRERS OF CHURCH PREMISES SAFEGUARDING DECLARATION**

Extra requirements including pianist, organist (please state)

**An invoice will be issued after the event unless otherwise requested.**

**Applicants signature**

**Date**

In signing this enquiry and booking form you agree to be bound by the terms and conditions of booking and venue hire guidelines.

**St Petroc’s Church**

Priory Road, Bodmin

PL31 2DP

**CAPACITY**

* Seating 350 people
* Maximum capacity 404

**FACILITIES AVAILABLE**

* Wifi
* PC Projector
* Screen
* Piano
* Toilets
* Tables

**COSTS (4 hour session)**

* 1 session £150
* 2 sessions £275
* 3 sessions £375

**AT EXTRA COST**

* Heating £75 / session
* Catering
* Bar
* Organist / Pianist

**Contact**

venuehire@bodminway.org

01208 809601 (Option 1)

All bookings are processed and managed by Bodmin Way on behalf of the PCC of St Petroc’s Bodmin.



**HIRERS OF CHURCH PREMISES SAFEGUARDING DECLARATION**

***To be completed where children and/or vulnerable adults are present as part of the hiring group:***

Name of Parish/Church: **St Petroc’s Parish Centre, Bodmin**

Date & Time of event: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Type of event: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Please complete **either** section 1 **or** 2

**1. Organisations**

*Organisations who hire church premises for work with children, young people and/or vulnerable adults should complete the following statement:*

The organisation . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . confirms that in all its activities with children (aged 0 – 17) and/or vulnerable adults it will comply with all current safeguarding legislation1 and government guidance.2

We have our own child and/or vulnerable adults safeguarding policy and procedures (a copy of which will be given to the parish) and confirm that all those who staff our activities on these premises understand and have agreed to follow them and have been safely recruited with a Disclosure & Barring Service check where the role is eligible.

We understand that the parish accepts no responsibility or liability for our failure to comply with the above requirements.

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (on behalf of the organisation)

Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**2. Private Individuals**

*Private individuals hiring church premises for the purpose of ad-hoc or personal invitation events at which children and/or vulnerable adults will be present should complete the following statement:*

I ………………………………………… (in block capitals) agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults.

We understand that the parish and Bodmin Way accept no responsibility or liability for our failure to comply with the above requirement.

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

1 e.g. Children Act 2004, Safeguarding Vulnerable Groups Act 2006, Care Act 2014

2 e.g. Working Together to Safeguard Children (Department for Children, Schools and Families, March 2015), and What to do if you’re worried a child is being abused (Department for Education and Skills, 2015)

**Venue Hire Guidelines – St Petroc’s Church**

**Where are we?**

The church is on Priory Road, Bodmin, PL31 3DP. What three words: bother.bubble.sobs

**What space can I hire?**

St. Petroc's Church can be hired for all sorts of community and commercial events. This unique, beautiful space is the largest and most well equipped in central and north Cornwall. It has the benefit of flexible seating, advanced lighting and sound, and a convenient location in the centre of Bodmin.

**Where can we park?**

The Priory Road car park in Bodmin is the closest and is just a short walk away. There is limited parking on Priory Road outside the Church (1 hour limit on weekdays).

**Safeguarding:**Any lets/bookings where children and/or vulnerable adults will be present MUST complete the Hirers of Church Premises Safeguarding Statement.

Organisations that hire church premises for work with these groups MUST also have a full Safeguarding Policy of their own and MUST provide a full copy of this to the Church before the booking commences.

**Are there facilities for the disabled?**

Wheelchair access is possible via the Priest’s Door and ramps are available inside the building to allow access to the main ground floor level. There is an accessible toilet.

**Sale and consumption of alcohol**

Hirers with the relevant licenses may sell alcohol with the prior written agreement of the venue manager. This must be served in accordance with the license with a strict Challenge 25 policy. Bodmin Way Events can provide a bar service if required (subject to availability of staff). Please enquire at time of booking.

**Health and Hygiene:**The Hirer shall, if serving or selling food, observe all relevant food health and hygiene legislation and regulations.

**Liability:**St Petroc’s Bodmin PCC and Bodmin Way accept no liability or responsibility for the conduct or actions of any person attending the premises for an event subject to a hiring agreement. Hirers are responsible to ensure that their event is conducted safely for the protection of all.

**Safety:** To comply with fire regulations all fire exits must be left clear. For the safeguarding of children and vulnerable adults, we ask that they are supervised by adults at all times and not left alone in any part of the building or outside.

It is the responsibility of the hirer to ensure that any equipment brought in for use on the premises has a current test certificate.

**Risk Assessment:** It is the responsibility of the hirer to conduct their own risk assessment for any activities that are to take place on the premises.

**Capacity** Hirers are to ensure that, for public safety, numbers in the church do not exceed 404. This is the absolute maximum occupancy of the building and includes Bodmin Way and St Petroc’s staff members.

**Stored Equipment:**St Petroc’s PCC and Bodmin Way accept no responsibility for any stored equipment or other property brought on to, or left, at the premises, and all such liability for loss or damage is hereby excluded.

**Church property and fixtures:** St Petroc’s is an ancient, listed building and the church property and fixtures must be treated with respect. Prior agreement must be sought to move any church property including the lecturn and pulpit. Seating configuration and table requirements must also be agreed with the venue manager at least 2 weeks prior to your event.

**Alterations:**No fixtures or decorations may be installed, attached, or removed, without prior written approval. Blu-tac, sticky tape, or other fixing products are not to be used on the fabric of the building.

**Christmas Tree Festival:** This annual festival is a community event. Any hires during the month of December acknowledge that there will be over 60 Christmas trees carefully placed in the premises including the chancel and sanctuary. Trees cannot be moved or relocated for any event during this time.

**Access and help on the day of booking:** Our venue manager or their representative will meet you at the premises and assist you with access. If you need any help on the day and a member of our team is not available then please phone 01208 809601 (Option 1)

**At the end of your visit.**

Please liaise with our venue manager and ensure doors are securely fastened and locked. All lights, water heaters and electrical appliances need to be switched off and unplugged as appropriate before leaving.

Please clean all work surfaces in the kitchen and leave the floors in a tidy state as you would wish to find them. Any items brought in, any rubbish or food stored in the refrigerator must be removed after each event.

Please take any rubbish, bottles, plastics, paper and card and recycle at home. A recycling and rubbish charge of £5 per bag will be levied on any bags of refuse or recycling left at the end of the event.

Folding chairs should be returned to the trolleys.

**Are there any other rules?**

The incumbent and Church Wardens remind all hirers that St Petroc’s is a consecrated building and activities should be mindful of this. We reserve the right to refuse any application for letting and reserve right of entry at all times.

The premises and surrounds are in the care and custody of the hirer who will be responsible for all claims for theft, breakage and damage during the period of hire.

**Insurance**

The church insurance and Bodmin Way’s insurance do not cover casual hirers or non-church or non-Bodmin Way organisations. Hirers are responsible for their own Public Liability Insurance. A copy of your insurance certificate must be supplied prior to the event.

**Accidents and Injuries**

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.

The hirer must report all accidents involving personal injury to the booking secretary within twenty-four hours, and record the accident in the Accident Book, which is in the vestry. All serious incidents are to be reported immediately to the venue manager 01208 809601 (Option 1).