**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

Estimated number of participants

Will you be providing refreshments? YES / NO

Will you be serving alcohol? YES / NO

Do you require a PC projector and screen? 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 (please state)

Rooms required

Upstairs Room £15 per hour Yes/No

Downstairs Room £12 per hour Yes/No

**For one-off bookings an invoice will be issued prior to the event and must be paid in full prior to the booking.**

**Repeat bookings may be invoiced on arrangement with the parish office.**

**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 Parish Centre**

Church Square

Bodmin

PL31 2DP

**UPSTAIRS ROOM**

* Stairlift
* Seats up to 60 people
* Maximum 80 people
* Own kitchen
* £15 per hour

**DOWNSTAIRS ROOM**

* Seats up to 30 people
* Kitchenette
* £12 per hour

**FACILITIES AVAILABLE**

* Wifi
* PC Projector
* Screen
* Kitchen items
* Refrigerator
* Toilets

**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**

**Where are we?**

Directly opposite St Petroc’s Parish Church in Church Square, Priory Road, Bodmin, PL31 3DP. We are adjacent to Enterprise Car Hire. What three words: works.noble.logo

**What rooms can I hire?**

There are two rooms available:

Upstairs with a capacity of 80 people (60 seated)

Downstairs with a capacity of 30 people.

**Where can we park?**

The Priory Road car park in Bodmin is the closest and is just a short walk away. Drop off is allowed just outside the Parish Centre and very limited parking may be available there. This is used at your own risk.

**Are there facilities for the disabled?**

There is a stair lift to the first floor level. However, wheelchair access is not possible.

**Are beverages, food and alcohol available?**

You can bring your own food and beverages and utilise the kitchens where tea making facilities, cups, saucers and glasses are provided. We request that any alcohol is served responsibly and only to adults. Alcohol must not be sold on the premises.

**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 electrical equipment brought in for use on the premises has a current test certificate.

**Bouncy Castles**

Hirers are not permitted to bring bouncy castles onto the premises.

**Play Equipment**

Please check with the venue manager before planning to bring large items of play equipment onto the premises.

**Safeguarding**

All hirers must take all reasonable steps to ensure that no person is at risk of harm in the course of their planned activities.

Any lets/bookings where children and/or vulnerable adults will be present must complete the **Hirers of Church Premises Safeguarding Declaration**. This includes individuals booking the centre for parties.

Organisations which hire the premises for work with these groups must also have a full Safeguarding Policy of their own, and provide a full copy of this to the venue manager before the booking commences.

**Access and help on the day of booking**

You will be provided with an access code to the building to enable you to get into the room you have hired. If you need any help on the day and a member of our team is not available then please phone the number overleaf.

**At the end of your visit.**

Please check all windows and 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 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.

Chairs should be returned as found and stacked no more than four high.

**Are there any other rules?**

We reserve the right to refuse any application for letting and reserve right of entry at all times.

Please keep the walls clean: no Sellotape, pins or Blutak are to be used on them.

The premises and surrounds, including the car part, 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, either under their household or business insurance or a “one off” event insurance. A copy of your insurance certificate may be requested.

**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 upper floor kitchen. All serious incidents are to be reported immediately to the venue manager on 01208 809601 (Option 1).

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