



St Patrick's St Andrew's & Kingsgate Renewal Ltd

BOOKING AGREEMENT – THIRD PARTY EVENT

Between

Applicant

Name			
Address			Contact
			Tel
			Mob
Postcode			Email

and

The Owner

Name	St Patrick's, St Andrew's & Kingsgate Renewal Ltd		
Address	C/o The Parish Centre 50 Brook Street, Coleraine, Co Londonderry.		Contact
			Tel
			Dir-Dial
Postcode	BT52 1PY		Email
			admin@stpats.co.uk

Facilities Required (i.e. Specify the exact Rooms/Halls/Equipment required)

--

The Event/s (What activities will the facility will be used for and specify what, if any, *live music or DJ* will take place)

Number Attending?	

Insurance

As "Owner" we hold insurance covering our legal liability. However as "Applicant" you could be legally liable for any property damage and/or personal injury which may occur as a result of you running "The Event". It is therefore prudent that you hold Public Liability of £5 Million Indemnity covering "The Event". Such a policy is common under "Event Insurance". Wedding insurance is a common example of such cover. Attach a copy of your policy to this agreement or discuss with the Parish Office.

INSURER NAME

POLICY NUMBER

Period of Use

From		To	
Date		Date	

If regular events
give details here

--

Church Donation (To be agreed with the Parish Office)

Payable to		Amount	£

Do you wish your Donation to be Gift Aided? YES | NO

Declaration

The "Applicant" whether as an individual and/or behalf on an organisation detailed above, hereby accepts the definitions, terms and conditions of use as set out in this agreement here and on page 2.

Signatures

Applicant		Signing Date	
Full Name		Authority/Position	
Owner		Signing Date	
Full Name		Authority/Position	

BOOKING TERMS AND CONDITIONS

BOOKING: A copy of this agreement should be retained by each party. The person signing this form will be considered "The applicant". Where an organisation is named in the application the organisation will also be considered "The applicant" and shall be jointly and severally liable with the person who signs this form.

ENTRY: Entry arrangements or keys may be agreed/collected with/from the Parish Office by arrangement in advance of the booking date. Any keys issued must be returned immediately after the end of the hiring or as soon as practically possible.

DONATION: It is normal for "The applicant" to make a church donation prior to "The Event". The amount will be agreed in advance with the Parish Office and entered overleaf as part of this agreement.

SUPERVISION AND RESPONSIBILITY: "The applicant" will, during the period of the event be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity.

COMPLETION OF THE EVENT: At the end of event "the applicant" shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by "the owners" authorised representatives and any contents temporarily removed from their usual positions properly replaced.

CHILD PROTECTION: If the event involves the attendance of children and young persons under the age of 18, "the applicant" confirms that there will be in place an appropriate Child Protection Procedure. "The applicant" agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. "The applicant" confirms that, when necessary, under the terms of the Child Protection legislation, such compliant procedures are implemented during the course of "the event".

PARKING: The use of the premises/facilities does not include the use of parking facilities. Parking is solely at the drivers own liability.

EXCLUSIONS: "The applicant" shall not use the premises for any purposes other than that described in this Agreement and shall not sub-hire the use of facilities/premises or allow the facilities/premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or its occupants.

ALCOHOL: No alcohol is permitted on the premises unless you have received a written exemption from the Parish Office.

SMOKING: The entire premises and grounds are a No Smoking Zone

MUSIC: "The applicant" undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Applicant who intends to play music or have a live band agrees must receive permission as part of this agreement. "The applicant" undertakes to ensure that all noise is kept to a level such that neighbours are not unduly disturbed.

FIRE SAFETY: "The applicant" shall comply with all conditions and regulations made in respect of the premises by the Fire Authority in respect of "The Event" for risk assessments as applicable. Where the purpose for which the premises includes dancing, "The applicant" shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the agreement form.

HEALTH & SAFETY: "The applicant" shall be fully responsible for the Health & Safety & Welfare of those attending "The Event"

EMERGENCIES: In anticipation of an emergency it is "The Applicant's" responsibility to ensure that they know the location of fire emergency exists, first aid kits, stopcocks, the nearest hospital and how to contact the emergency services.

DAMAGE & INJURY: "The applicant" shall indemnify "The Owner" for the new replacement cost of repair of any damage done to any part of the property, including third party property, including the contents of the building, which may occur as a result of holding "The Event". "The applicant" shall not interfere in any way with the switchboard, electricity, fittings, or fixtures on the premises. It is the responsibility of "The applicant" to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment. In addition "The applicant" shall indemnify "The Owner" for any personal injury that may occur as a result of holding the "The Event".

INSURANCE: "The Owner" holds appropriate insurance for the premises which extends to their legal liability as property owners. This insurance, however, does not extend to indemnify any outside groups or third parties for their activities agreed to use the facilities under this agreement. It is therefore a requirement that "The Applicant" hold a minimum of £5 Million Public Liability insurance otherwise they could be held personally liable for property damage and/or injury for which they are legally liable in running "The Event". Such insurance is called Event Insurance and available at a modest cost via Insurance Brokers. Wedding insurance is an example of the most common of such Event Insurances. The Parish Office has the right to seek confirmation that such insurance is in place prior to the event as a condition of this agreement.

CANCELLATION: Either party can cancel this agreement by way of written notice without any liability of any kind or consequential loss whatsoever.

END (Ver 2.1)