

## Becket Centre: Application for Facility Hire

Office reference:

Any registered parishioner of St Thomas of Canterbury over the age of 21 may hire the facilities.

Note: A deposit will be required with your booking. The hire charge is due six weeks before the event.

• HIRER DETAILS	
Name of Hirer:	
Address & postcode of Hirer:	
Mobile telephone no:	
Email address:	
Organisation (if applicable)	

• EVENT DETAILS			
DATE(S) OF HIRE	Type of event (Inc. age range of attendees)	Start/end time of event (inc. prep and tidying time) <b>NOTE CONDITIONS l, m and n.</b>	NUMBER of ATTENDEES

• ROOM & FACILITIES REQUIRED (Delete as applicable)				
Henrietta Suite (Main Hall) (Walk around compulsory for first time user)	Assisi Room	Clare Room	Francis Room	William Scott Room
YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
FACILITIES				
Kitchen Appliances –	YES/NO	Sound system –	YES/NO	
Kitchen: Oven and/or hob-	YES/NO			
Bar –	YES/NO			

Please tick	DECLARATION
	I AM A REGISTERED PARISHIONER AGED 21 OR OVER.
	I HAVE BEEN SHOWN THE FACILITIES AND HAD THE CONDITIONS EXPLAINED TO ME.
	I DECLARE THAT I HAVE READ AND UNDERSTOOD THE CONDITIONS OF HIRE AND THAT I AGREE TO ABIDE BY THEM AND BE RESPONSIBLE FOR ALL MY GUESTS ABIDING BY THEM.
	I AGREE THAT ANY CONDITIONS NOT COMPLIED WITH MAY RESULT IN MY DEPOSIT BEING RETAINED.
Hirer signature	
Date	

PLEASE submit the form to the parish office for approval.

FOR OFFICE USE	
Booking confirmed date:	Hire fee received date:
Deposit received date:	Deposit returned date:

## **Becket Centre: Hire Charges and Deposits**

All private and profit-making use of the facilities will be charged at the rates below. Parish activities of pastoral and liturgical as sponsored by the parish priest will incur no charge.

Any parish group charging a membership or attendance/subscription to their users may pay a reduced charge determined by the Becket Centre sub-committee after consultation with the hirer.

Charity events MAY apply to pay a reduced rate of up to 50% at the discretion of the committee.

### **Schedule of charges per hour:**

ROOM	Monday-Friday before 7pm	Monday-Thursday 7pm-10pm	Weekends: Friday 7pm to Sunday 10pm
Henrietta Suite (main hall)	£20	£30	£40
Any upstairs room	£10	£10	£10

### **Deposit**

A deposit will be taken from all users of the facilities except those who do not pay a hire charge.

A reduced or zero deposit may be levied at the discretion of the Becket Centre Sub-committee.

Please note that the deposit is not intended to cover the cost of any damage or expense incurred by the Hirer.

The Hirer is personally liable for any costs arising from misuse of the facilities.

The deposit will assist in ensuring that facilities are used correctly and carefully.

### **Schedule of Deposits:**

ROOM	Monday-Friday before 7pm	Monday-Thursday 7pm-10pm	Weekends: Friday 7pm to Sunday 10pm
Henrietta Suite	£60	£60	£100
Any upstairs room	£25	£25	£25

### **Payments**

Deposits can be paid online with the Reference "Deposit", "Hire" and the date of the event. Account details are:

Account name                      St Thomas of Canterbury  
Sort Code                            60 24 25  
Account Number                    41785436

Deposits are taken on booking. The usage charges are payable in full 6 weeks before the hire except for fundraisers which may arrange to pay after their event.

Deposits will be repaid 2 weeks after the event or series of events to allow time for any investigation needed.

Any misuse of facilities or failure to adhere to the Conditions of Hire will be investigated and the deposit may be retained at the discretion of the Becket Centre Sub- Committee.

Cancellation charges are noted in the Conditions of Hire.

## **Becket Centre: Conditions of Hire**

- a) The Becket Centre Committee reserves the right to cancel a booking at any time without compensation. In the very unlikely event a booking is cancelled any booking fees and deposits paid will be reimbursed.
- b) In the event of a hirer cancelling a booking the deposit may be forfeited.
- c) The Hirer must ensure that all necessary insurance and licences are obtained and are available for inspection at the event.
- d) Deliveries may be made earlier on the day of the event at the discretion of the user at the time of delivery as long as they do not disrupt other uses of the Centre.  
It is advisable to make such arrangements beforehand.
- e) The Hirer is responsible for the behaviour of the guests.
- f) The Hirer must make all guests aware of Fire Exit procedures.
- g) No equipment causing fire or smoke is permitted (safety, and sensitive alarms).
- h) The First Aid box in the corridor to the Church may be used, but all usage and all accidents must be logged in the accompanying accident book.
- i) Hirers and their guests are only allowed within the area specified in their hire application.
- j) All usage of the facilities in the booking, including reception area and toilets, must be controlled by the Hirer, who must guarantee that a responsible and informed adult will be present for the duration of the period of hire.
- k) Young people attending the event must be properly supervised by a sufficient number of competent adults at all times.
- l) Access to the car park will be restricted when there are church services, notably between 17:30 and 19:10 on Saturdays and Sunday mornings.
- m) Consideration must be given to churchgoers, other Becket Centre users, Friars and local residents. Bear in mind that the Friary is home to our Franciscan community.  
That means that the noise level of the event, both inside and outside the venue, must not be excessive. Also, all persons arriving and leaving the premises must do so quietly **and on time**.
- n) NO event may continue beyond 10pm. The Becket Centre and car park must be vacated as quietly as possible, all tidying up having been completed, by 10:30pm
- o) The Hirer must remain responsible and ensure that all the conditions above are adhered to throughout an event and that they are aware of their duties as listed below.  
Failure to adhere to any one of these conditions may result in the deposit being forfeited.
- p) The Parish will not (other than for damage, death or injury to their personal possessions caused by the negligence of its officers or servants) be responsible for any loss, damage or injury to the Hirer or any person on the premises in connection with the hire or for any loss, damage or failure of the heating, lighting or other equipment or service.  
Any items that are brought on to the premises are done so at the Hirer's own risk.
- q) Hirers and their guests are restricted to using only those parts of the premises and outside areas agreed in their booking.
- r) A strict No Smoking policy is in place for all areas of the building.
- s) No furniture is to be removed from the Henrietta Suite without the written permission of the committee. Any upstairs furniture moved must be returned after use.
- t) Hirers are solely responsible for adherence to all food safety regulations and for the safety of any equipment brought in.

## **Becket Centre: Checklist of Duties at the Event**

1. The Hirer must log an entry in the book in the foyer: time in, number attending, time out, hirer name, and noting in particular any problems on arrival and any arising from use of the facilities and any incidents. Regular Hirers must do this on each occasion.  
Comments are also welcome by email to [becket.centre.committee@gmail.com](mailto:becket.centre.committee@gmail.com)
2. All fire exits must be unlocked at the start of an event (but should not be left ajar to avoid damage to the doors in the wind). Internal fire doors must be kept closed.  
Hirers must familiarise themselves and their event attendees with the location of fire extinguishers and evacuation procedures.
3. No smoking is permitted on the premises
4. All areas used must be left clean and tidy.  
Toilets and kitchens must be left clean, floors swept and washed, chairs and tables and platforms wiped and stacked away, carpets including the foyer to be vacuumed. Any cutlery and crockery used must be washed and dried and put away.
5. Tables and chairs and the platforms are very heavy. It is the Hirer's responsibility to ensure that they are moved with adequate strong individuals mindful of proper lifting and handling techniques to avoid any risk of injury.
6. Recyclable waste must be deposited in the respective recycling bins near the garages (one for paper or card, the other for bottles, cans and plastic drink containers).  
Other rubbish must be placed in refuse sacks supplied by the Hirer and put in the rubbish bins.
7. The Hirer must ensure all external doors including fire exits are closed and locked (if another group is using the Becket Centre then you will need to liaise with them).  
All windows must be locked and the kitchen, bar shutters and access hatch closed.
8. All lights and power to equipment (cooker, urns, dishwashers, glasswashers, sound equipment, heaters and air conditioning) must be turned off. Fridge and freezer should be left on.
9. Finally, return keys through the letterbox on the Friary Front Door.

### **OTHER NOTES**

- i. Unlock fire exit doors when using the Henrietta Suite.
- ii. When the fire alarm is set off, the upstairs door to the Friary is automatically unlocked, allowing exit that way if necessary.
- iii. An A Board is provided in the foyer to help hirers to direct/instruct their guests.
- iv. The premises are covered by CCTV for both security and safety reasons.
- v. Remember: SAFETY, NOISE, SECURITY, TIDINESS!