

CHURCH BARN CENTRE BOOKING FORM - 2025

Your name:

.....

The event you wish to hold:

.....

Date of the event:

.....

The cost of accommodation is as follows:

- Small meeting room - £8.00 per hour
- Upper room - £10.00 per hour
- Cart Lodge (main downstairs room) - £15.00 per hour

Please tell us below which rooms you would like to use, the date and time of use and the estimated cost (part hours will be pro-rata).

Please allow enough time in your request for setting up beforehand and clearing away/tidying the room(s) used afterwards. **Please note that the toilets and kitchen are available without cost but are not always exclusively for your own use.**

Date and Time of Use required (i.e. 1/10/25 10am – 2pm):

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Which room/rooms you wish to use:

.....

Estimated cost of hire:

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Full and final payment should be made 14 days before a specific event.

Please make payment directly to St. Mary's bank via BACS:

- Account Newick PCC
- Sort code: 09-01-54
- Account no. 90773281
- Reference: Barn Event and date (i.e. BARN EVENT 1/10/25)

Alternatively, you can pay by cheque (payable to Newick PCC and return it with the completed form to the "The Booking Secretary" St Mary's Church, Church Road. Newick BN8 4JZ

**Cancellation within two weeks will incur a fee of £20.00
unless there are exceptional circumstances.**

Please now read the Terms and Conditions overleaf, sign the form and forward it by email to churchoffice@stmarysnewicks.church or by post to St Mary's (address above).

- This form should be completed and signed by the person responsible for this booking and who should either oversee and be present on the Barn premises for the duration of the period booked, (including any time agreed prior to and after the booking period) or appoint a designated person in their place.
- Everyone involved should acquaint themselves with the emergency procedures detailed on the laminated sheets in the Barn Centre.
- To comply with Health and Safety Regulations, **all Barn exit doors** must be unlocked during occupancy to assist safe evacuation of the premises. Keep the inner corridor door locked unless toilets are being used. **Close and lock all doors on leaving** including the corridor door. Close any windows if they have been opened.
- In the event of an accident, injury or other 'irregular incident' occurring during your use of the Barn or its surrounds, a full report must be entered into the accident book kept on the windowsill in the kitchen. Report the accident to Anthony Bailey (07970 555593) immediately. **Neither the Churchwardens nor the PCC accept any responsibility or liability arising from incidents or accidents occurring during the rental period, including any agreed access before and afterwards.**
- Please read and observe our food policy statement prominently displayed in the kitchen.
- Please do NOT: allow children into the kitchen; sell alcohol; use candles; play amplified music; attach or stick anything to the walls or beams.
- Please observe the "No Smoking" rule throughout the Barn Centre.
- Notify of any breakages which may be chargeable.
- Please leave all rooms used, clean and tidy (brushes, mops & buckets available in the kitchen); check especially that toilets are left in a clean state. Return tables and chairs to their correct location. Bring your own rubbish bag and remove all your rubbish, including empty bottles, on leaving. Leaving rubbish will incur a charge.
- The car park may not be used before 8.30am and must be left before 10.30pm. Please do not park, reverse or turn cars on the "Tudor Barn" access area at the back of the Barn. This belongs to our neighbour, and we have right of way access only. If the gate across the driveway is closed, please park in Church Lane until it is opened. Please always observe the 5-mph speed limit.
- The Hirer is responsible for Safeguarding issues and should ensure that where vulnerable people are involved, they are treated with respect and care. Any DBS checks should be carried out if required.
- Information on the Church's Safeguarding policies is on the Church Website.

Please complete and sign below to confirm your agreement to use the Barn Centre subject to these terms and conditions.

Your email address:

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Your phone number/s

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Your address:

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(Print) Your name

Signature:

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