



Parish of Hadley Holy Trinity and Wellington Christ Church

One Parish Working Together

Room Hire at Hadley Holy Trinity

Organisation		
Name of hirer		
Address:		
Post Code		Contact number:
Date & Time of Booking (including set up and clearing away)	From:	To:
Purpose of Booking		
Name (Block capitals)		
Signed		
<p><i>I agree to abide by the conditions of hire (see overleaf), including the Safeguarding policy.</i></p> <p><i>I give consent to One Parish Telford to record and hold my personal information in accordance with GDPR.</i></p> <p>Signed..... Date</p>		

Room Hire: £15 per hour

Total cost.....

Conditions for hire

- A copy of The One Parish safeguarding policy can be found on our website (www.oneparish.org) under the “Contact” heading. You must read this and agree to abide by the procedures and code of practice contained in it.
- All equipment and furniture to be used in a responsible manner.
- Chairs are to be stacked and tables returned to the store cupboard.
- The kitchen shall be used in a clean, tidy and hygienic manner.
- No food or alcohol to be left on the premises. No alcohol to be sold at any function unless a licence has been obtained by the hirer and “Challenge 21” must be observed.
- No ball games to be played in the hall.
- No smoking allowed on the premises.
- The room is to be vacated by 11pm. When leaving, all users should do so quietly so as not to cause a disturbance to the neighbouring dwellings.
- The person in charge must do a head count of people present and be prepared to do the same in the event of a fire on collection point.
- No notices of any kind to be affixed with Sellotape to windows, fire doors or walls. Please use blu-tak.
- The room must not exceed capacity (40-45 seated with tables. 50 people seated)
- No electrical equipment must be brought into the room unless it has been checked and bears a current label certifying that this is so. N.B. Should this ruling be flouted and any accident occur Church Insurance will not cover. Any costs incurred would be the responsibility of the user. Similarly, any damage to the room and/or it’s property must be paid for by the hirer.
- The hirer shall be responsible for the maintenance of good order and behaviour during hiring.

Please complete this form and post it through the letterbox at Holy Trinity Hadley or return by post to: The Vicarage, Church Walk, Wellington, Telford, Shropshire, TF1 1RW