



## All Saints Church

Church Street, Kenton,  
Devon EX6 8LU

# CHURCH HIRE DETAILS

Registered Charity No.  
Booking Contact: Rachael  
Tel: 01626 890617  
Email: [rachael.oldtollhouse@outlook.com](mailto:rachael.oldtollhouse@outlook.com)  
[www.allsaintskenton.org.uk](http://www.allsaintskenton.org.uk)

Please complete the following details before sending a copy of this form to Rachael Shearmur ..... If you would prefer to discuss any details initially please contact Rachael on the above number.  
We aim to respond to your email within 5 working days, hopefully earlier.

### BOOKING DETAILS

Organisation		Contact Name	
Tele/mobile		Email	
Address			

### MEETING DETAILS

Type of event			
Dates required			
Times - please include setup and tidyup time		Approx. numbers	

### ROOMS REQUIRED

Please select – X	<b>Fellowship Room</b> Max of 40 seminar £10/hour		<b>Kitchen Servery</b> No cooker £10 per hire		<b>Main Church</b> Max of 250 £15/hour	
<b>Extra heating charges Oct to March if requested:-</b> Fellowship room £3.50 per half day/evening meeting Main Church £12 per part day/evening						
<b>Room Equipment Requirements including if wifi needed:-</b>						

### CoE SAFEGUARDING REQUIREMENTS

Any bookings where children and/or vulnerable adults will be present MUST complete the ‘Hirers of Church Premises’ form included below (Page 3). **Private hirers make a statement of responsibility.** Organisations wishing to hire the church premises for events including such groups MUST also provide a full copy of their Safeguarding Policy to the Church before the booking commences.



## **BOOKING CONDITIONS FOR ALL SAINTS CHURCH PREMISES**

### **CHURCH STREET, KENTON, EX6 8LU**

- For each meeting there must be a person appointed to be responsible for Health & Safety and Security at the meeting(s). They must make themselves aware of fire exits, fire and first aid equipment.
- Bookings are made and accepted on the understanding that we have no staff in attendance and that the event is on a self-help basis. **Please leave the rooms clean and tidy, otherwise it may be necessary to add a charge to cover cleaning costs.**
- Limited parking in the village car park and on nearby streets may be available on the day. A map showing our location and other nearby parking places is available on request. **Disabled/wheelchair access is available on High Street (past the front steps and follow the road to the right) and through the rear door of the church. Please advise if this door is required to be unlocked.**
- Please do not use non-All Saints Church equipment except by prior, written, agreement.
- The only animals permitted in the building are guide and hearing dogs.
- Smoking, naked flames (except for the cooker), candles etc. Are not permitted within the buildings or within the grounds.
- We are unable to allow bicycles, skateboards, scooters etc. Into the buildings.
- We regret that we are unable to store anything, even for a short time.
- **When leaving, please ensure that all lights are out, windows closed and doors are locked as necessary and that any unused food or drink is removed. All used areas must be left clean, hoovered and tidy with any furniture moved returned as found.**
- **Access to the building and return of the key will be discussed at the time of booking. When you have secured the building at night we recommend having a torch available.**
- We reserve the right to curtail, cancel or otherwise amend any booking without notice in exceptional circumstances.

Cancellation charges: 50% within 48 hours of the event, 100% if cancelled on the day.

<b>CHARGES</b>	<b>Fellowship Room</b>	<b>£10/hour</b>
	<b>Servery</b>	<b>£10 per hire</b>
	<b>Church Building</b>	<b>£15/hour</b>

### **CATERING IN ALL SAINTS**

- PLEASE NOTE THERE IS ONLY A SERVERY WITH A KETTLE/URN AVAILABLE (AND MICROWAVE IF REQUESTED)
- The kitchen and areas used must be left clean and tidy with everything returned to its correct place.
- Food/drinks/food containers/cake plates etc. brought into the buildings must be taken away immediately following the event.
- Left over food/drinks, containers etc. will be disposed of without notice.
- Please use the recycling containers as indicated. Black bin rubbish should be removed from the kitchen and placed in the black bin outside the Disabled access doorway.

## HIRERS OF CHURCH PREMISES (Diocese of Exeter)

***To be completed where children and/or vulnerable adults are present as part of the hiring group:***

Name of Parish/Church:- ALL SAINTS CHURCH, CHURCH STREET, KENTON, EX6 8LU

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 legislation<sup>1</sup> and government guidance.<sup>2</sup>

We have our own child and/or vulnerable adults safeguarding policy and procedures (a copy to be provided with this form to the Church Office) 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 \_\_\_\_\_

**NB. Please attach a copy of your Safeguarding Policy.**

\_\_\_\_\_

### 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 accepts no responsibility or liability for our failure to comply with the above requirement.

Signed \_\_\_\_\_

Date \_\_\_\_\_