

**St Brendan's Parish**  
**HALL APPLICATION FORM**

<b>Applicant:</b>		
<b>Address:</b>		
<b>Contact Nos:</b>	<b>(H)</b>	<b>(M)</b>
<b>Email:</b>		
<b>Date of let:</b>		
<b>Times of let:</b>	<b>Start:</b>	<b>Finish:</b>
<b>Preparation time:</b>	<b>This must be included in the times of let</b>	
<b>Main Hall:</b> Capacity 150	<b>£20 per hour</b> <ul style="list-style-type: none"> <li>• <i>(special rates for weekly lets can be arranged)</i></li> <li>• <i>Committee Room &amp; Kitchen included unless required for Parish purposes</i></li> </ul>	
<b>Full cost of let:</b>		
<b>Condition of premises:</b>  <b>£50 security deposit</b>	It is your responsibility to ensure the premises are in good condition at the beginning of the let and left in the same condition when your let expires. Brushes and cleaning materials are available for use. £50 security deposit will be returned within 7 days of event less any damages or exceptional cleaning costs.	
<b>Security deposit secures booking</b>	Full Balance of Hall Let must be paid 2 weeks prior to function	
<b>Cancellation:</b>	2 weeks' notice of cancellation must be given otherwise the deposit will be lost).	
<b>Nature of the function:</b>		
<b>Age Groups:</b>		
<b>General conditions of let:</b>	See <b>appendix 1</b>	
<b>Special conditions for under 16 &amp; Vulnerable Adults:</b>	The Instructions of the Archdiocese of Glasgow must for the Safeguarding of Children and Vulnerable Adults must be complied with. See <b>appendix 2</b> and <a href="http://www.rcag.org.uk/index.php/safeguarding">www.rcag.org.uk/index.php/safeguarding</a>	
<b>Sale of alcohol:</b>	The Hirer will require to obtain their own licence which must be produced prior to the let. Enquires should be made to City of Glasgow Council – Telephone No: 0141 287 2000	
<b>Access:</b>	Hall keys can be collected by prior arrangement	
<b>Acceptance of conditions:</b>	<b>Signature:</b>	<b>Date:</b>

# PARISH HALL CONDITIONS OF LET

## General Conditions

1. All functions must finish by 11pm.
2. CCTV is in use. This will be checked if necessary.
3. Emergency doors must only be used in emergencies. Fire Regulations require that they should be kept **closed** and should not therefore be opened at any other time.
4. Private cars are left at the owners own risk. St Brendan's will not be responsible or liable for any damage or theft to or from vehicles at any time.
5. Payment of the deposit secures the booking of the Premises. Cancellation by the User within two weeks will result in loss of the Deposit.
6. Full payment of the Charge must be made not less than two weeks in advance of the Time of Hire by the User.
7. The Time of Hire can be no later than 11.00 p.m. This allows a half-hour clean up time so that the premises can be vacated by 11.30 p.m. This is in order to comply with noise regulations. Users are asked to respect our neighbours and to leave the premises quietly, particularly in the late evening.
8. The User will be responsible for any damage or loss caused to the Premises arising directly or indirectly from their use during the time of Hire and will also be responsible for the Premises being left in a clean and tidy condition and clear of all rubbish at the end of the Time of Hire. If the Premises are left in an unsatisfactory state or if there is loss or damage arising all or part of the Deposit will not be returned to the User. In exceptional cases additional costs for cleaning, repairs or loss could be levied on the User.
9. All bookings normally include the use of the Kitchen and Committee Room unless required for parish purposes. All kitchen equipment may be used. All white-goods such as the cooker, fridge, hob etc. must be left clean and empty after use. Floors to all areas must be swept and tidied after use. Mops and brooms are located in the cupboard in the hall. Toilets and sinks must be left clean and tidy as found. Please note: Water boilers, kettle, teapot and crockery are available if required.
10. Tables and chairs, having been wiped over, must be stored neatly. General rubbish must be bagged and placed in the green wheelie bins; clean paper and plastic should be placed in the blue bins; all glass should be placed in the purple/pink bins; left over food should be placed in the brown garden refuse bins.
11. Any equipment used must be returned to its proper storage space after use. Decorations such as balloons and streamers must not cause damage to surfaces. Pins or adhesive tape must not be used on the walls or paintwork. Blu-tac may be used.
12. Provided the User does not invalidate the return of the Deposit (in the manner described at 4 to 8 above) the Deposit will be returned to the User within two weeks.
13. In accordance with the law, smoking is prohibited indoors. Smokers may only use the area behind the hall. The sale of alcohol on the Premises will require a licence. Food and drink must not be taken out of the premises. If the User is serving food the User will be responsible for compliance with all Health and Safety legislation and Food Hygiene Regulations.
14. The User must nominate a competent person to take charge in the event of Fire to ensure that all persons at the Premises can escape unimpeded through the Fire Exits and to assemble in the carpark or other nominated assembly area. Improper operation of the fire extinguishers will result in the automatic loss of the Deposit. Fire Doors must remain unobstructed during the Time of Hire.
15. Any electrical equipment brought onto the Premises must be PAT (Portable Appliance Testing) tested.

**187 Kelso Street Glasgow G13 4BH, Tel no: 0141 560 6948**

**Email: [st.brendans@hotmail.co.uk](mailto:st.brendans@hotmail.co.uk), Charity No. SC18140**

16. The User must ensure that all entrances to and exits from the Premises are left locked and secure when the User leaves the Premises after the Time of Hire..
17. The User shall ensure that adequate insurance cover is in place for the User (including public liability cover) and all its associates and any equipment or other property brought onto the Premises for the Time of Hire.
18. Subject to any statutory provisions to the contrary, the Parish of St. Brendan's shall not be responsible for any loss, damage, actions, proceedings, costs, claims or demands by any party of any kind and the User shall indemnify the Parish against all such loss, damage, actions, proceedings, costs, claims or demands arising.
19. This clause applies when the use of the Premises will involve "regulated work" with children or young people as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.
20. The User is aware of and will comply with the legislation relating to the safeguarding of children and young people and has read and understood the relevant Safeguarding requirements of the Catholic Church in Scotland and will follow their provisions. If the User is found to be in breach of these undertakings, the Parish shall have the right to terminate this Agreement with immediate effect. This clause also applies when the use of the Premises will involve "regulated work" with "protected adults" as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

## Special Conditions relating to Children and Vulnerable Groups

### Policy Statement by the Bishops' Conference of Scotland:

*The Catholic Church in Scotland is concerned with the lives, safety, wholeness and wellbeing of each individual person within God's purpose for everyone. It seeks to safeguard the welfare of children and young people who are involved in whatever capacity with the Church and its organisations. As a Church community, we accept that it is the responsibility of all of us, ordained, professed, paid and voluntary members to work together to prevent the physical, sexual, emotional abuse or neglect of children, young people and vulnerable adults."*

### **Safeguarding contacts:**

**St Brendan's Parish:** Susan Dolan

**Diocese:** Caterina O'Connor [caterina.o'connor@rcag.org.uk](mailto:caterina.o'connor@rcag.org.uk)

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