

46 St James’s Road

Hampton Hill

Hampton

TW12 1DQ

Registered charity no 1129286

Telephone:

020 8941 6003

Vicar:

Revd Derek Winterburn

020 8241 5904

vicar@stjames-hamptonhill.org.uk

Curate:

Revd Jacky Cammidge

074 9677 0505

curate@stjames-hamptonhill.org.uk

Parish Administrator:

Nick Bagge

office@stjames-hamptonhill.org.uk

Office open:

Mon, Wed, Fri 0930-1230

Tue, Thu 1230-1530

Website:

stjames-hamptonhill.org.uk

Children & Families:

Vacant

Churchwarden:

Gwynneth Lloyd

020 8943 0709

Gwynneth.lloyd@stjames-hamptonhill.org.uk

Treasurers:

Dawn Miller 020 8941 6508

Dawn.miller@stjames-hamptonhill.org.uk

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CarolBailey@blueyonder.co.uk

Organist:

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Social Media:

**Facebook** @stjameshamptonhill

**Twitter**

@Stjameshamphill

**Instagram**

@stjameshamptonhill



Name

Address

August 15, 2018

Dear [name]

Thank you for your enquiry about hiring the Fitz Wygram Church Hall.

The hire fee is £37.00 per hour

There are three forms that need to be read, signed and returned. The fourth form is for reference only. You should keep this and copies of the other forms for future use.

**Please ensure that you have included setting up and clearing up time in your hire** as we often take several bookings for the same day and you won’t be able to start before the agreed time and will have to be out by the end of the agreed hours. Most parties include an extra hour’s hire to allow for this, and most bookings are for three hours. There are recycling and waste bins in the hall car park outside the main doors.

We cannot hold a provisional booking for more than a week without payment. Once your booking is confirmed we can arrange a time for you to collect a hall key in the days running up to the booking.

I hope your party/event is a great success.

Yours sincerely



Nick Bagge

**Parish Administrator**

BOOKING FORM 1 OF 4

**Booking Form for Hiring Fitz Wygram Hall
Hire is subject to the conditions sent with this form**

**Hirer’s contact details**

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Telephone number |  |
| Email address |  |

**Function details**

|  |  |
| --- | --- |
| Day & date of hire  |  |
| Start time | *(include setting up)*   |
| End time | *(include clearing up)*  |
| Purpose of hire  | *(please give details of entertainer/activities, etc.)* |
| Approx no of adults |  | Approx no of children*(include age range)* |  |

**Payment details**

|  |
| --- |
| **HIRE CHARGE** |
| £37 per hour x number of hours PLUS a £50 damage deposit *Provided the hall is left clean and undamaged, this will be refunded (if paying by BACS) or if paid by cheque shredded.* |

|  |
| --- |
| **HOW TO PAY** |
| **BACS (preferred option) Bank Transfer:**Bank Name: **Santander**Account Name: **PCC of St James’s Church**Sort Code: **09-01-55**Account No: **23968604**Please use this reference:**HALL + YOUR *SURNAME*** | If paying the deposit by BACS please provide *your* account details for the refund: |
| **Account Name:** |
| **Sort Code:** |
| **Account No:** |
| **CHEQUES:** Made payable to *PCC of St James’s Church* (one for the hire fee, the other for £50 for the damage deposit) |

Please read the *Conditions of Hire* and *Safety in the Diocese of London* papers carefully. Then sign them and this form and return, together with your cheques, to the Administrator at the above address.

The hirer encloses full payment and damage deposit and agrees to abide by **all** the conditions of hire.

**Signed: ………………………………………….………………………….… Date: ………………………………**

**Print name: …………………………………………………………………..**

BOOKING FORM 2 OF 4

**Conditions for casual hire of Fitz Wygram Hall**

**Any queries, please contact the Parish Administrator on (020) 8941 6003**

1. The hall may be hired for educational, charitable and social meetings, parties and children’s parties, at the discretion of St. James’s Church Parochial Church Council (PCC).
2. The hall is available for hire between 0830 and 2130 daily, and must be closed by 2200.
3. The hall is **NOT** available for public dances or public discotheques.
4. It is **NOT** licensed for the **sale** of alcoholic drinks.
5. Professional disco equipment is not permitted. The hall is in a residential area, and undue noise and disturbance are not acceptable. The music must be turned off by 2130.
6. Smoke, dry ice, foam and bubble generating machines and bouncy castles are **NOT** permitted for safety reasons. Also cooking parties and similar activities.
7. Hirers hiring the hall for public performances must obtain an occasional licence from the London Borough of Richmond upon Thames. It should be shown to the **Parish** **Administrator AT LEAST SEVEN DAYS** before the date of the proposed hire.
8. The maximum number of persons that may be accommodated in the main hall is 120.
9. Every activity carried on and any property left or retained in the premises is done at the hirer’s own risk. So far as is allowed in law, St James’s PCC cannot accept responsibility for death or injury or for any loss or damage of whatever nature and howsoever arising, whether to property (including any vehicle) or otherwise.
10. Smoking is not permitted on any part of the premises.
11. Hirers are responsible for ensuring adequate adult supervision of the entire premises at all times and are also responsible for the care and safety of all children and vulnerable adults in their charge during their time of hire, including checking that entertainers and other employees have appropriate clearance. Hirers should be aware that the gate from the garden to the car park is not secure - it is **YOUR** responsibility to supervise children playing outside at all times.
12. The full hiring fee and the damage deposit of £50 must be paid before the booking is considered confirmed.
13. Subject to satisfactory compliance with the conditions of hire, cash deposits will be returned after the function and cheques shredded unless return is requested.

**Hirer agrees:**

1. Not to create any nuisance, undue noise or disturbance, whether to St James’s Church or any owner or occupier of any neighbouring premises.
2. To indemnify the PCC for any and all claims arising directly or indirectly from the booking.
3. To ensure that the hall and adjacent areas are left in a clean and satisfactory condition and any furniture and equipment used is replaced tidily where found. Floors throughout are to be swept and any spillage of food or drink on floors or furniture are to be properly removed by washing. **Failure to comply may result in whole or partial loss of the deposit.**

Cancellation

1. The damage deposit is refundable and the refund of the hiring charge is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Notice Period | Over 6 Weeks | 4 - 6 Weeks | 2 – 4 Weeks | Under 2 Weeks |
| % Refundable | 100% | 75% | 50% | 25% |

I have read and agree to comply with these conditions of hire

**Signed: ……………………………………………………………………….. Date: ……………………………..**

**Print name: ...………………………………………………………………...**

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BOOKING FORM 3 OF 4

**Safeguarding in the Parish of St. James Hampton Hill**

**Policy Statement**
The Diocese of London is committed to facilitating an environment in which children, young people and vulnerable adults are able to worship and grow in Christ safely. Abuse and maltreatment in any form is entirely against Scripture and the Church’s teachings.

In respecting the dignity and value of every person we are committed to:
• the care, nurture of and respectful pastoral ministry with, all children and all adults
• the safeguarding and protection of all children, young people and adults when they are at risk
• establishing safe, caring communities which provide a loving environment and a culture of ‘informed vigilance’ and action towards safeguarding everyone

**Code of Conduct**This code represents the behaviours which constitute safe practice enabling individuals to be accountable and monitor and maintain their own standards of integrity and good practice.

I agree to:

* treat all children, young people and adults with respect and dignity, keeping my language, attitude and body language respectful
* actively communicate with children, young people and vulnerable adults and involve them in planning and running activities where possible
* avoid being alone with a child (there should always be two properly recruited adults with each group of children)
* support the development of a safer culture where workers, children and vulnerable adults feel comfortable to point out inappropriate attitudes and behaviour in each other
* make it plain who someone can speak to about a personal concern, and be proactive in addressing concerns and allegations
* never use illicit drugs, abuse prescription medication, or use alcohol when responsible for a child or vulnerable adult
* keep physical contact specific to the needs of the activity and always seek permission from the person first
* obtain prior consent for any photographs / videos to be taken, shown or displayed
* never use rough play, sexually provocative words and games or any forms of physical punishment
* never scapegoat, ridicule or reject a child, group or adult or allow others to do so
* avoid showing favouritism to any one child, adult or group or doing anything to reinforce their possible infatuations towards you
* never give lifts to children or young people on their own or on your own or allow unknown adults access to children
* never share sleeping accommodation with children or invite them to your home alone
* always operate within the Diocesan principles, procedures and guidelines, clarifying these when unsure.

Concerns about children, young people and vulnerable adults will be diligently and promptly responded to according to our procedures, recognising the sensitivity it may hold for those involved. Where there is a concern, this should be reported to the church’s Safeguarding Officer, Jane Newman (020) 8979 6154.

I have read the guidelines produced by the Church for safeguarding children and young people / vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact and I know what action to take if abuse is discovered, disclosed or suspected.

**Signed: ............................................................................................ Date: ...................................................**

**Print name: ……………………………………………………………..**

BOOKING FORM 4 OF 4

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**St James’s Church PCC Safeguarding Policy**

Every person has a value and dignity, which comes directly from the creation of people in God’s image. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.

We recognise that safeguarding is the responsibility of the whole church.

We undertake to exercise proper care in the selection, appointment, training and support of those working with children or adults at risk.

We will respond without delay to concerns or allegations that a child or adult at risk may have been harmed, cooperating fully in any investigation.

We will challenge any abuse of power by anyone in a position of trust.

We will seek to offer pastoral care to anyone who has suffered abuse.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult at risk.

The PCC of this church has agreed and adopted the above Policy.

Copies of ‘Safeguarding in the Diocese of London’ and any parish guidelines and procedures are held in the Parish Office.