



**Booking Request for Christ Church Centre**  
 56 Colbert Avenue, Southend on Sea SS1 3BP  
 Tel: 01702 588468 : Email: admin@christchurchsouthend.org.uk  
 www.christchurchsouthend.org.uk

Key Issued:	<input type="checkbox"/>
Logged:	<input type="checkbox"/>

**Event:** ..... **Organisation:** .....

**Name of Organiser :** ..... **Telephone No:** .....

**Dates Required:**

Sep 2020: ..... Oct 2020: ..... Nov 2020: .....  
 Dec 2020: ..... Jan 2021: ..... Feb 2021: .....  
 Mar 2021: ..... Apr 2021: ..... May 2021: .....  
 Jun 2021: ..... Jul 2021: ..... Aug 2021: .....

Location	Start Time	Finish Time (min 2 hrs)	Total Due	Deposit	Paid	Balance	Paid
Church							
Lounge							
Kitchen							
Hall							
Hub							
General							

Equipment	Number Required
Tables (no additional charge if available)	
Chairs (no additional charge if available)	
Coffee/Tea Facilities	
Meal Facilities (Use of Cooker @ £10 ph)	
TV/DVD	
Staging or Soft Play (additional charge)	

Church Groups Only Equipment	Number Required
Portable PA / Data Projector / Laptop	

The Christ Church Centre is a valuable asset that provides a high quality home for both church and community groups. It is vital to maintain the highest standards and we ask you to take note of the conditions of use overleaf and follow them, in order to keep the facilities up to scratch for all users.

Contact name for event : ..... Address: .....  
 ..... E-mail: .....

By signing this form you are also confirming that you are consenting to the Christ Church PCC holding and processing your personal data in connection with this booking (our Privacy Policy is available on request).

I have read and understood the conditions of use and agree to comply with the regulations.

Signed: ..... Date: ..... Print name: .....

Time Band	Hr Rate Lounge	Hr Rate Hub	Hr Rate Hall	Hr Rate Kitchen
Mon – Fri 9.00 am – 11.00 pm	£26.00	£18.00	£30.00	Included
Saturdays	Price on application	PoA	PoA	
Saturday 9.00 am – 5.00 pm	Inclusive of use of Kitchen - £240; Cooker additional £10 per hour used			
Saturday 5.00 pm – 11.00 pm	Inclusive of use of Kitchen - £240; Cooker additional £10 per hour used			
Children's Parties (Hall)	Incl. use of Kitchen - £75 (3 hrs, week-day) or £84 (3 hrs) / £112 (4 hrs) (weekend)			

NB – These are suggested fees for 'one-off' events; Discounts available for regular users, church members & volunteers and some charities. Where there is no set charge for teas and coffees – please make a suitable donation to cover (50p pp) – thank you

**Regulations for the use of Christ Church Centre  
56 Colbert Avenue, Southend-on-Sea, Essex SS1 3BP (01702 588468)**

**NO ACTIVITY THAT IS CONTRARY TO BASIC CHRISTIAN BELIEF  
IS PERMITTED ON CHRIST CHURCH PROPERTY**

1. All applications and correspondence relating to the use of the Centre must be sent direct to the Administrator at the above address.
2. All bookings must be made using the official booking form. The person who signs the application form is deemed responsible for all payments due and for observation of all regulations.
3. The right to cancel the use of The Christ Church Centre or amend the "Regulations for use", in circumstances where the Parochial Church Council (PCC) considers it necessary to do so is reserved. The PCC will not be liable for any consequential loss suffered by the hirer other than the repayment of any hiring fee.
4. A 50% non-returnable deposit is required for one-off bookings, once the booking has been accepted by the PCC. The balance must be paid by the date specified on the booking form. If not received by the due date, the PCC will offer the premises for another event. If the event is cancelled within seven days before it is due, the full amount must still be paid. Cheques should be made payable to **Christ Church PCC**.
5. Moderate quantities of wine or beer may be consumed on the premises provided no specific charge is made and subject to permission being given at the time of booking. Permission will NOT be given for a bar or the sale of any alcoholic beverage. If tickets are being sold for any event and the ticket price includes provision of an alcoholic drink then the hirer is responsible for obtaining a Temporary Event License from Southend Borough Council Licensing Dept, subject to the agreement of the PCC. The PCC reserve the right to steward any event.
6. Damage must be reported in writing to the Administrator. The person signing the booking form shall be responsible for payment of bills incurred in making good any damage to the property of Christ Church which occurs during their occupancy. This includes payment for any extra cleaning that may result from their occupancy.
7. The PCC shall not be liable for any death/injury or damage/loss of property connected with the use of the premises. It is the Users' responsibility to insure against their liability at law for accidents resulting in injury to persons arising from the use of the premises. In regard to certain activities the PCC may require proof that such insurance is in place before accepting bookings.
8. No nails, tacks, screws etc. shall be driven into, or adhesives including Blu-tac, Sellotape or similar applied to any part of the premises, its fixtures or fittings. White-tac or Magic Tape may be used only with prior agreement.
9. No items shall not be removed from the building without prior written consent of the Administrator.
10. Use of the kitchen
  - a) No child under 12 years is allowed in the kitchen.
  - b) Users must wash all crockery and cutlery used and replace it tidily. The kitchen must be left clean and tidy. If disposable items (mugs, plates, etc) are used please ensure they are recyclable or decompose fully to protect the environment to conform with our environmental care policy.
  - c) No other use of the kitchen or the equipment therein is permitted unless it is stated on the booking form and has been paid for.
  - d) Hirers are responsible for ensuring that all requirements of current Food Hygiene and Health & Safety legislation are complied with.
11. Children's Activities. The PCC require that all activities for children and young people under 17 years be supervised at all times by at least two adults and with regard to the following ratios: -

0-2 yrs	1 adult to 3 children	2-3 years	1 adult to every 4 children
3-8 yrs	1 adult to 8 children	over 8's	1 adult to 8 children plus 1 adult for every 12 children.

NOTE: The PCC has strict guidelines for good practice within its own groups and will be happy to provide, on request, a copy for any group wishing to use the premises for children's activities.
12. One First Aid box can be found on the wall in the lounge and another in the kitchen. Any accident requiring treatment must be recorded in the Accident Book, which is located in the First Aid box in the Lounge. Please inform the Administrator if you record an accident or use the items from the first aid kit.
13. Hirers are responsible for carrying out their own risk assessment regarding the use of the premises.
14. No smoking is permitted anywhere within the Christ Church Centre or the Church.
15. Rooms must be left tidy, equipment as found; toilets flushed and not blocked; all lights, heaters and fans turned off. All rubbish must be removed from the premises. The person responsible for the event will be held responsible for the security of the premises. He/she must make sure **all** doors and windows are secure (including fire-doors and roof lights) and keys returned as arranged. In all events the premises must be vacated and the car-park cleared by 11.00pm.
16. **NOISE**. Care must be taken to restrict all noise levels so as not to disturb our neighbours.
17. **The Centre Office is normally open Monday to Friday 9.30 am – 12 noon (with the exception of some days incl holiday periods). You will need to collect a key, and sign for it, either on the morning of the day of your event or the previous day, to be arranged in advance. To arrange key collection, please call 01702 588468 a week in advance to agree a time and date with the Administrator.**

**We hope you have a really enjoyable time whilst you are using our facilities.**