

**ST JOHN THE DIVINE CHURCH HALL  
BOOKING FORM FOR OCCASIONAL HIRERS**

Name.....

Address.....

Post Code..... Telephone Number.....

Email.....

Date of hire.....

Time: from ..... to .....

Type of  
event.....

How many tables will you require?.....

How many chairs will you require?.....

Use of kitchen? Yes/No (£5 extra if so)

Use of cooker? Yes/No (£5 extra if so)

Declaration

I have read the terms and conditions, including those relating to Safeguarding, and agree to comply with them.

Signed..... Date.....

Deposit

The sum of £....., being the deposit for the hire of the hall, was received from  
..... on .....

## Booking Terms and Conditions for Occasional Hall Hirers

### **Terms**

1. Hall hire is £20 per hour. This includes the use of the hall, the lobby and the disabled toilets, which has baby-changing facilities. For access to the other toilets, speak to Caroline Burke.
2. By prior arrangement, the kitchen can be booked for an extra £5. The use of the cooker is a further additional £5. The instruction manual is on the wall to the left of the cooker.
3. Receipt of a deposit of £20 is required to confirm the booking. The deposit is not refundable if the booking is cancelled by the hirer within two weeks of the date of the hire. If the hire is cancelled by the PCC for any reason, the deposit will be reimbursed.
4. The total cost of the hire is to be paid on collection of the key at a time agreed with Caroline. The key should then be returned to her letterbox at 16 Ripley Road, Worthing, BN11 5NQ.
5. Hirers are responsible for ensuring that the hall is safe for the purposes of their hire, and in signing this booking form they indemnify the PCC against all claims in respect of injury, loss or damage arising from the hire, other than those arising from the negligence of the PCC.

### **Conditions**

1. Hirers are responsible for leaving the hall (which includes the toilets, kitchen and cooker if used) in the condition in which they find it. This includes the cleaning of tables and chairs before they are put away and the returning of any other items back to their original place. The hall must be left in a clean and tidy condition, with all lights switched off and all doors and windows securely closed. A dustpan and brush and broom are in the chair cupboard, which is on the left as you enter the hall. The cooker, if used, should be left clean. If anything is not in a suitable condition, the PCC reserves the right to levy an additional charge.
2. Hirers must provide their own tea towels and take them away upon leaving the hall.
3. Only toilet tissue must be flushed down the toilet. Nappies must be taken away upon leaving the hall. The PCC reserves the right to levy a charge if a toilet is blocked during a hire of the hall.
4. Hirers must bring their own black sacks, with all rubbish taken away upon leaving the hall.
5. Any breakages, faults or incidents (other than safeguarding incidents: see below) must be reported as soon as possible to Caroline. Breakages are to be paid for at cost.
6. Nothing must be affixed to any wall.
7. The volume of sound equipment must not be audible outside of the hall.
8. The hall does not have a licence for the sale of alcohol.
9. The hall must be vacated by 11.00pm.
10. No Preschool equipment should be touched, moved or used.
11. Hire of the hall does not guarantee use of the car park.

### **Health and Safety**

1. Before each hire, you must ensure every fire exit is accessible and their location has been adequately communicated to those in the hall. In the event of a fire, the Fire Brigade should be called on 999 to the address: St John the Divine Church Hall, Ripley Road, Worthing, BN11 5NQ. As soon as possible thereafter, Caroline must be informed by telephone.
2. First Aid kits are located in the hall to the left of the stage and in the kitchen.
3. The stage must not be used.
4. If you are hiring a bouncy castle, you need to ensure the hire company has at least £2,000,000 in public liability insurance.
5. Only adults are allowed in the cupboard to the left of the hall door to get out tables and chairs. Tables and chairs must be returned to this cupboard and be stacked safely, neatly and tidily. There is a chair trolley to help you move the chairs.

A member of the Hall Committee, as a delegate of the PCC, may come to the hall to ensure that the terms and conditions are being followed.

Note: The hall will not be cleaned between events.

## Addendum: Safeguarding Children & Vulnerable Adults

**The Parochial Church Council (PCC) of St John the Divine has a Policy Statement for Safeguarding Children and Vulnerable Adults. A copy is given below. Your booking agreement is conditional upon you complying with it in full, unless you already have an equivalent policy of your own that is judged acceptable to the PCC.**

**You are required to ensure that any and all children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.**

**In particular this means that:**

- you will provide the PCC with a copy of your organisation's Safeguarding Policy/ies or if you do not have one you will adopt the parish's given below;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults and, where appropriate and necessary, obtain satisfactory disclosures from the Disclosure and Barring Service and keep records of dates and disclosure numbers in accordance with Diocesan policy;
- you will, where appropriate and necessary, keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults and update it in accordance with Diocesan policy;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people will be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely, which will include their name and emergency contact details of a parent/guardian/carer, etc.;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:

(a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it.

(b) any known offenders against children or vulnerable adults seeking to join your group

The management of any such allegations or attendance agreements with offenders will be handled by you in co-operation with the statutory agencies, the Diocese of Chichester and the PCC.

**The Parish Safeguarding Officer for St John the Divine is:**

**Mrs Ros Ashton**

**Email: [safeguarding@stjohnwestworth.org.uk](mailto:safeguarding@stjohnwestworth.org.uk)**

## Parochial Church Council of St John the Divine, West Worthing

### ***Safeguarding Policy Statement***

- As members of this PCC, we are committed to the safeguarding, care and nurture of all our members.
- We recognise that safeguarding is everyone's responsibility.
- We are committed to implementing all safeguarding policies and practice guidance issued by the House of Bishops.
- We will carefully select and train all those who work or volunteer in positions of trust. We will use the Disclosure and Barring Service, amongst other tools, to check the background of each person.
- We will respond, without delay, to every concern made that a person for whom we are responsible may have been harmed.
- We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.
- We will seek to ensure that anyone for whom we have pastoral responsibility who has suffered abuse is offered support that meets their needs.
- We will respond appropriately to those who have committed sexual offences who wish to join our fellowship, following House of Bishop's guidance and the advice of the Diocesan Safeguarding Team.
- We will review this policy annually and as part of this process will ensure that all our procedures, particularly in relation to the Disclosure and Barring Service, are up to date.

Our Parish Safeguarding Officer is:

Mrs Ros Ashton

c/o The Parish Office, St John the Divine, Elm Grove, Worthing, BN11 5N

Email: [safeguarding@stjohnwestworthing.org.uk](mailto:safeguarding@stjohnwestworthing.org.uk)



Any concerns about the wellbeing of a person, especially but not exclusively in relation to a child or vulnerable adult, must be reported to the Parish Safeguarding Officer as soon as possible.

*Signed on behalf of the PCC:*

Fr Thomas Cotterill                      Priest-in-Charge

Martyn Shanks                              Churchwarden

*Date:* 11<sup>th</sup> August 2026

For information about how to contact the statutory authorities here in Sussex, please visit the Diocese's website: <https://safeguarding.chichester.anglican.org/adviceandgettinghelp/>

The PCC has adopted the House of Bishops' *Promoting a Safer Church Safeguarding Policy Statement*.

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| <p>The Diocesan Safeguarding Advisor based at Church House, Hove can be contacted on: 01273 425792 or <a href="mailto:colin.perkins@chichester.anglican.org">colin.perkins@chichester.anglican.org</a></p> |
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