



Booking Confirmation Form

Person responsible for the booking (the "Hirer"):	
email address:	
mobile phone number:	
postal address & postcode:	
date of birth	
Reason for hiring	
Group Name & details (or n/a - private event)	
Group website / Facebook page:	
Parent organisation website:	
Group Safeguarding policy – please attach: (Yes/No/ n/a)	
Or provide website link:	

Event: Date preferred:		Arrival time for set up:	
Hiring Large Hall (£36 / hour)? (Yes/No):		Event start time:	
Hiring Field View (£18 /hour)? (Yes/No):		Event end time:	
Hiring Parish Hall Field (£18/hour)? (Yes/No):		Event end time:	
Estimated total hire cost £ (will be checked & confirmed)	£	Total hours (nearest 30 minutes)	
No. of adults?		No. of cars in car park ?:	
No. of children?		No. of bicycles?	

All charges and £100 security deposit should be paid via bank transfer to Lloyds Bank plc: Account name: Harnham PCC, Account No: 6862 5568, sort code 30 97 41.

Please provide your bank details so we can return your £100 deposit if you return the Hall in a good condition:

Bank:		Account name:	
Sort code:		Account no.	

Harnham Parish Hall

Lower Street, Hartham, Salisbury, SP2 8JP

HallBookings@harnhamparish.org.uk



In signing this form, I, the Hirer, confirm that I will fully comply with the following conditions and guidelines as set out below (please put Yes or n/a) in each box:

	Yes, or n/a	
1. General	<input type="text"/>	<div style="border: 1px solid black; padding: 10px;"> <p>Signature:</p> <p>Date:</p> </div>
2. Key (s) issuance	<input type="text"/>	
3 GDPR Consent	<input type="text"/>	
4. No Past Criminal Record	<input type="text"/>	
5. Children & Vulnerable adults	<input type="text"/>	
6. Safety Guidelines for children’s parties	<input type="text"/>	

Harnham PCC is not obliged to give anyone access to the Parish Hall unless access to the premises is required:

- i) as part of their role, or
- ii) the hire of the premises in accordance with the conditions set out below.

1. General conditions for booking and hire of the Parish Hall

See website at: <https://www.harnhamparish.org.uk/parish-hall/>

2. Conditions for key issuance

Key(s) are issued to you, the Hirer, under the following conditions:

- 1. Key(s) will be collected from the Parish Office on Fridays between 15.00 to 16.30 (except before bank holidays).
- 2. No copies will be made from these key(s),
- 3. These key(s) will not be lent to anyone else.
- 4. Return the key(s) through the letter box in the Parish Office door after you have cleared, cleaned and locked the Hall.
- 5. You shall only use the key(s) to access the Parish Hall at the times specified above.

3. GDPR consent (see Privacy Policy is at www.harnhamparish.org.uk)

In signing this document, you are giving your consent for Harnham PCC keep your details for 6 years in accordance with normal HMRC and legal requirements.

4. Condition no past criminal record

I have never been convicted or cautioned concerning a sexual offence against children, young people or vulnerable adults.

5. Condition for Events with Children and Vulnerable Adults

Notice: The legal responsibility for Safeguarding Children and Vulnerable Adults at any event taking place in a hired venue rests with the Hirer, specifically:

In hiring the Parish Hall, you make yourself responsible for ensuring the safety of everyone that uses the premises during the hire period, and you agree to take proper steps to prevent the occurrence of any injury, loss, damage or harm to children or other vulnerable people in the course of the hiring as set out in the Safeguarding Agreement below.



6. Safety Guidelines for Children's Parties

(<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>)

We recommend having at least two adults present when working with or supervising children and young people.

We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

under 2 years	one adult to three children
2 - 3 years	one adult to four children
4 - 8 years	one adult to six children
9 - 12 years	one adult to eight children
13 - 18 years	one adult to ten children

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the recommended minimum shown above.

We also recommend that one adult supervises the entrance lobby at all times.

The Parish Safeguarding Officer is available to discuss any concerns. Her contact details are:

Name:	Jacqui Brown
e-mail:	safeguarding@harhamparish.org.uk
mobile:	07909 648 309



Harnham PCC Safeguarding Agreement

Harnham PCC has a Policy for Safeguarding Children, Young People and Vulnerable Adults.

This can be seen at <https://www.harnhamparish.org.uk>.

Your booking agreement is conditional upon you complying with Safeguarding best practice. This requires you to you complying with the Harnham PCC policy unless you already have an equivalent policy of your own that has been approved by the Incumbent and the Parish Safeguarding Officer

You will ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- You will comply with the stated policy for safeguarding children and young people or vulnerable adults unless you already have an equivalent policy that has been approved by the Incumbent and Parish Safeguarding Officer.
- You will provide Harnham PCC with a copy of your organisation's Safeguarding Policies or, if you do not have one, adopt the current parish policy.
- You will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible and keeping records of dates and disclosure numbers indefinitely.
- You will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults and update it annually.
- 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 should be left unattended at any time.
- A register of children, young people or vulnerable adults attending the activity will be kept securely.

This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin.

- 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, with 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 membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with Harnham PCC.

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed:	
Name:	
Designation:	
Organisation / group:	
Date:	