



**St James's Church Cottage  
Booking Form**

**Date(s) of booking:**

**Time of booking: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Purpose of booking and approximate numbers:**

**Organisation (if applicable):**

**Name of hirer:**

**Conditions of booking:**

1. In signing this document the hirer confirms receipt of a copy of St James's Church Cottage Hire Agreement and accepts fully all the terms and conditions.
2. The rate for hiring the cottage is £25 for the first two hours, thereafter £5 per hour. The rent is to be paid when the booking is secured.
3. Hire includes:  
Use of kitchen (hot water, crockery etc but not comestibles of any type); heat and light;  
use of chairs and tables, but not property belonging to other groups.  
An additional charge of £2 per session is made for the use of the digital projector. This must be requested in advance, so that the projector can be unlocked for the hirer. The hirer must provide their own laptop.
4. The cottage will be thoroughly cleaned weekly. It should be left generally clean and tidy by the hirer at the end of the event – please report any breakages etc.
5. Please empty the kitchen bin at the end of the hire period. Place bag into the external bin, and replace with a new bag. Please take items for recycling to a recycling facility, as there is no recycling bin.
6. A key to the cottage will be available from the Booking Secretary or another representative of St James's Church and should be returned immediately after the event. It is not permissible to make any copy of the cottage key.
7. Smoking is not allowed.
8. You are required by law to look at the Emergency Action Plan displayed on the Notice Board.
9. Children must be supervised by a parent or guardian at all times.

***I agree to abide by the above conditions.***

Signed: (or name entered if returned by e-mail)

Date:

Address:

Contact telephone / e-mail address:

Booking Secretary: Mr Ren Reed, Iona Cottage, Whiteside Bank, Riding Mill, NE44 6DT  
Tel 01434 682691 [reynoldsreed@btinternet.com](mailto:reynoldsreed@btinternet.com)

*(Churchwarden Assistants Team: Linda Archer, Cath Cooper, Gill Cox, Jenny Mathers)*



## **Safeguarding Agreement for Regular Hirers of Church Premises: Parish Church of St James, Riding Mill - Church Cottage or Church.** (To be attached to all Hire of Church Premises Agreements for Regular Hirers)

The Parochial Church Council of the Ecclesiastical Parish of St James's, Riding Mill (PCC) in the Diocese of Newcastle has adopted the Policy Statement of the national church: *Promoting a Safer Church 2017*. As a church in the Church of England within the Diocese of Newcastle, the Parish Church of St James, Riding Mill requires that your booking agreement is conditional upon you complying with this *Promoting a Safer Church* policy, unless you already have an equivalent policy of your own.

You are required to ensure that everyone and in particular 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 comply with the safer recruitment guidance contained in *the Parish Handbook* (copy available online via Church of England website, and hardcopy in Parish Church of St James, Riding Mill Church);
- You will provide the church with a copy of, or link to, your organization's safeguarding procedures;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults;
- 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 anytime;
- 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, 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 membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the PCC.

The Parish Safeguarding Officer for Parish Church of St James, Riding Mill is:

Dr John Mathers – Parish Safeguarding Officer:

Tel: 01434 684 486

Email: [jmathersiah@gmail.com](mailto:jmathersiah@gmail.com)

**Declaration**

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

Signed

Title:

Organisation:

Date

Please sign two copies, one to be retained by the church, and one by you/the organisation. Thank you very much.