

ST LAWRENCE'S CHURCH, HUNGERFORD

BOOKING REQUEST FORM

If the Church agrees to the Hire, this form, together with the Standard Terms and Conditions and the Instructions for Using the Church) will form the Hiring Agreement.

Name and Organisation responsible for the event.....

Email..... Phone

Required Date & times/...../....., to

Purpose of booking & type of event

Room Required Whole church, downstairs hall, upstairs room 1, upstairs room 2 (delete as appropriate)	
Do you need access to kitchen?	Y/N
Do you plan to use the cooker?	Y/N
Do you plan to use dishwasher?	Y/N
Local, charitable events: Will you split a retiring collection 50:50 with the church instead of the hire fee? <i>The hire fee excludes the kitchen, cooker/dishwasher and PA costs, though we may waive these in the event of a larger collection.</i>	Y/N
Would you like the church to advertise your event?	Y/N
Will your event be ticketed if yes, what is the cost of a ticket?	Y/N
Do you wish to use our Organ, Piano and or PA system? (please circle which)	Y/N
Do you have a PRS licence for use in St Lawrence's Church? If no, you must keep a record of ticket sales, and a playlist/programme and provide them to us for our records.	Y/N

Please return this form to:

- **wardens@stlawrenceshungerford.org.uk**
- **Alison Saunders, Parish Administrator admin@stlawrenceshungerford.org.uk**

For Church use

- Form copied to Wardens and Bookkeeper, if required.
- Date Invoice Sent.....
- Date Payment received.....
- Amount of money raised through 50:50 split
- Number count.....
- Programme kept/playlist
- Cost of tickets if applicable.....

HIRE FEES & GUIDING PRINCIPLES (2024)

St Lawrence's Hungerford	
Whole church *	£25 for the first hour, then £18 per hour after. <i>plus £10 extra per hour Oct-April</i>
Downstairs Hall	£25 for the first hour, then £10 per hour after. <i>plus £3 extra per hour Oct-April</i>
Upstairs Rooms	£15 for the first hour, then £5 per hour after <i>plus £3 extra per hour Oct-April</i>
Kitchen	£5 per hire (small groups, drinks only, shared) £25 per hire (large groups, conferences, concerts, full use)
Cooker & dishwasher	£10 per hire (small groups) £20 per hire (large groups, conferences, concerts etc)
Use of PA system	£15 per hire (trained users only)
	<ul style="list-style-type: none"> • <i>Hire period starts from when the organiser needs access (eg to set up).</i> • <i>A discount on hire fees may be given for local, charitable organisations</i> • <i>A £10 locking up fee is payable if the hire finishes after 17:00.</i> • <i>For events using the church, users are advised that other services may also take place on the same day and that the church may not be 'blocked' for setting up purposes only.</i>

- All hires are at the discretion of the Church and must be in sympathy with the ethos of the Church.
- We usually reserve FRIDAYS (9am-5pm) for ad hoc church activities, so do not normally hire out the church or halls for regular events on that day. If you are planning a one off event, please do enquire, though.
- The facilities are carpeted and are therefore not suitable for anything messy.
- The Church may, at its sole discretion, waive or reduce fees, for example for regular hirers or charitable organisations.
- In some circumstances, it may be necessary for the Church to cancel a booking, if it directly impacts a church event. At least 2 weeks' notice will be given.
- When booking the Upstairs Rooms or Downstairs Hall, you will not have exclusive use of the building. This may include sharing the kitchen facilities.
- You must obtain the permission of the Church if you wish to serve alcohol and you will also be responsible for ensuring that Licences are in place.
- For weddings and similar events, the church may not be booked simply for set up at the expense of other services taking place. We have a duty to carry out services and, in the unlikely event that more than one is booked on the same day, we will always ensure ample time between services.
- Invoices – a 50% deposit is required; regular users by arrangement.

INSTRUCTIONS FOR USING THE CHURCH

ELECTRICAL

- All portable electric appliances older than 1 year MUST have a current PAT test.
- All electrical items and lights you have turned on, must be switched off when you leave

KEYS / LOCKING UP / ALARM

- Arrangements for keys, locking up and alarms will either be given in person or by email before the hire.

HEATING

- The facilities you have booked should be warm when you arrive.

CLEANING

- The facilities must be left clean and tidy.
- The location of hoover and cleaning equipment will be given just before the hire

KITCHEN

- No items should be left in the fridge, except by prior agreement, and all items must be clearly labelled.
- If the dishwasher has been used, it must be drained by following the instructions on the laminated notice in the kitchen. (Note that it should be switched on well in advance as it requires time to warm up.)

CONTACT PHONE NUMBERS (for emergencies): In the first instance, please contact the churchwarden, with whom you made the booking.

George Ham, Churchwarden: 07979 573278

Janet Cole, Churchwarden: 07906 401687

PA SYSTEM

- Instructions will be given just before the hire, normally in person.

CHURCH EQUIPMENT

- Equipment must not be used except with prior agreement.
- If used, it must be returned to its location, in the state it was found in.

AT THE END OF YOUR ACTIVITY

- The facilities must be left in a clean and tidy state (we reserve the right to charge a £50 cleaning fee if not).
- The dishwasher, if used, must be emptied and drained.
- Any equipment used must be returned to its original location.
- All electrical items and lights that have been turned on, should be switched off.
- You must tell us of any accidents, broken items or anything that does not work.
- The church must be left locked with the alarm on, or as advised before the hire.

STANDARD TERMS AND CONDITIONS OF HIRE

These Terms and Conditions relate to the hiring of any part of St Lawrence's Church, Hungerford ("the Church").

1. **SUPERVISION** The Hirer will, during the period of the hiring be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the highway and access to the premises. By arrangement the gate may be unlocked but **only** for delivery and removal of supplies and equipment.
2. **USE OF PREMISES** The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
3. **SMOKING/ VAPING** is not permitted in the hall, church or grounds.
4. **LICENCES** The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, or from the Performing Rights Society or from Phonographic Performances Ltd or otherwise and shall be responsible for the observance of same.
5. **GAMING BETTING AND LOTTERIES** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
6. **PUBLIC SAFETY COMPLIANCE** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local Magistrate's Court, Health and Safety Executive or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.
7. **HEALTH AND HYGIENE** the Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
8. **ELECTRICAL APPLIANCE SAFETY** The Hirer shall ensure that any electrical appliance brought by him/her on to the premises and used there shall be safe and in good working order and used in a safe manner. The Hirer shall also ensure that any such appliances brought onto the premises by another party for use at the event shall comply with the foregoing.
9. **INDEMNITY** The Hirer shall indemnify the Parochial Church Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the premises.
10. **ACCIDENTS AND DANGEROUS OCCURRENCES** the Hirer must report all accidents involving injury to the public as outlined in the Church's Health & Safety Policy. Any failure of equipment belonging to the Hall or Church Building must also be reported as soon as possible.

11. ANIMALS The Hirer shall ensure that no animals except guide dogs are brought into the premises other than for a special event agreed to by the Vicar or Warden and no animals whatsoever are to enter the kitchen at any time.

12. SAFEGUARDING CHILDREN The Hirer shall ensure that any activities involving children comply with the provisions of the Children Act of 1989 and 2004. The Hirer is required under this legislation to ensure that children are protected at all times by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. This includes ensuring that at all times only fit and proper persons have access to the children and that any welfare concerns about child attendees are reported.

All Hirers who are Regular Users are required to have in place an approved Child Safeguarding Policy on commencement of each period of Hire

a) For Organisations with No Safeguarding Policy of their own:

The PCC has a Parish Safeguarding Policy which forms an integral part of this Agreement. Acceptance of the booking is conditional upon the Hirer agreeing to work within the terms and conditions of this policy.

b) For Organisations with their own Safeguarding Policy:

The PCC will accept an Organisation's own Safeguarding Policy but may require evidence that it is properly formulated, that a current version exists and that it is no less stringent than the PCC's own. In the event that there are any concerns or allegations arising about children in the course of the Hirer's activities the PCC's Children's Safeguarding Representative (whose details may be found on our website) shall be contacted.

All Hirers who are occasional or "One Off" Users are not required to have a Safeguarding Policy but must comply with the general requirements stated in the first part of this clause.

13. FLY POSTING The Hirer shall not carry out any fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify the Committee accordingly against all action, claims, and proceedings arising from any breach of this condition.

14. SALE OF GOODS The Hirer shall, if selling goods on the premises, comply with the Fair Trading Laws and any code of practice used in connection with such sales and the PCC reserves the right to refuse permission for any sales of goods to take place during any hiring of the premises.

15. CANCELLATION As far as practicable, the hirer must give 28 days notice if they wish to cancel the booking before the date of the event to receive a full refund. Notice less than 28 days may incur a penalty. If the PCC is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the PCC.

16. UNFIT FOR USE In the event that the premises or any part thereof being rendered unfit for the use for which it has been hired, the PCC shall not be liable to the Hirer for any resulting loss or damage whatsoever other than the cost of the hire.

17. REFUSAL OF BOOKING The PCC reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time before or during the term of the agreement. The Hirer shall be entitled to reimbursement of any monies paid up until the point of cancellation. The PCC shall not be liable to make any further payment to the Hirer.

18. UNSUITABLE BOOKING Buildings are let as an integral part of the Church's mission within the community. The PCC reserve the right to refuse or cancel any booking without notice or explanation, deemed to be unsuitable or offensive to the Church.

19. PARTIES. Parties are not permitted except where the Hirer is known personally by wardens, bookings manager or vicar and acceptance of the booking is at their discretion. In this instance the hall must be vacated by 11pm

20. END OF HIRE The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions shall be properly replaced. The Hirer shall remove from the premises all equipment and other materials brought into the hall by the hirer or whomsoever for use during the booking.

21. RUBBISH The hirer shall likewise remove from the premises all refuse arising from the booking. The PCC shall be at liberty to make an additional charge if this is not done.

22. NOISE The Hirer shall ensure that the minimum of noise is made on arrival and departure of those attending the event. Furthermore the Hirer shall ensure that noise levels on the premises and in the curtilage of the premises shall not cause a nuisance to neighbouring properties.

23. EMERGENCY In the event of an emergency, [there is a contact list in the vicinity of the Fire Alarm Control Panel by the main hall entrance door].

24. PARKING Car parking is not available.

25. KITCHEN/SERVERY If the Kitchen/Servery is part of the letting, it is the responsibility of the hirer to ensure that the items are left in good condition at the end of the let.

26. CLEANING The Church is regularly cleaned and should be left clean. We reserve the right to charge the Hirer a fee of £50 if the facilities are not left clean and tidy.

27. KEYS If a key has been provided, it is the Hirer's responsibility to return the key on completion of the hire as agreed with the Hall Bookings Coordinator.

28. GOVERNMENT / CHURCH OF ENGLAND GUIDELINES In case of any unforeseen events, St Lawrence's Church will seek to follow all current government and Church of England guidelines as to use of their buildings. St Lawrence's Church reserves the right to decide on who they are able to hire the halls to in order to keep all parties safe. Any hirer of the building must produce their own Risk Assessment in alignment with their professional organisation/national guidelines, if requested. Depending on the guidelines, the policy may change and we reserve the right to close the building due to any Government/Diocesan instruction and cancel individual hall hire if we feel that the hirer is not following current guidelines appropriately.

29. QUERIES Any queries to be directed to the Churchwardens or vicar.