

ALL SAINTS CHURCH BOOKING FORM

Name of Organisation/Club:

Main Contact Name & Address:

Phone No: Day:

Evening:

Invoice Address (if different to above):

Event title and brief description:

Date:

Start Time:

Interval: Yes/No

End Time:

Approx time:

Approx Numbers Involved:

Children under 18

Adults over 18

Requirements:

Nave

South Transept

North Transept

Good Samaritan Room

Kitchen

Removal of Choir Pews

Staging: Full Platform Part

Use of Organ:

Yes/No * Any visiting organist will need to be approved by our Director of Music

Declaration:

I confirm my organisation has in place:

Public Liability Insurance: Yes/No I attach a copy of the current certificate.

Child Protection Policy that has been reviewed in the last three years: Yes/No

N.B Bookings involving children under 18 will not be accepted in the absence of evidence of a current Child Protection Policy.

I have read the terms and conditions, which I accept on behalf of the Organisation/Club named above.

I agree to pay the necessary fee that will be assessed in accordance with the Church's current scale of charges.

Signed:

Date:

For Office Use Only:

Child Protection Policy Yes/No

Insurance Cert Attached Yes/ No

Dates Added to Calendar Date:

Booking Confirmed Issued Date:

Invoiced Date:

Terms, Conditions and Guidance for the Booking and Use of Church Facilities

All users of church premises MUST read this document before completing a booking application form to ensure they are aware of the conditions that apply.

A: Applying for a Letting

1. All applications must be made on the application form, and returned to the Parish Office at least 28 days prior to the requested date of hire.

B: General Terms and Conditions of Hire

1. You may only use the premises for the purpose, length of time and for the organisation specified at the time of booking.
2. The main named contact on the booking form is responsible for the supervision of their members and so must be present from the start time to the end time of each session booked; or the main contact must let the Church know the name and contact details of any person to whom responsibility for a specific session has been delegated.
3. You must not have more people on the premises than are allowed under the terms of this agreement: Capacity limits are as follows:
 - Double Staging – 90 seated performers (*when additional staging is available)
 - Single Staging – 53 seated performers
 - Extra standing in the wings – 10
 - Maximum area for musicians – 35m²
 - Audience Capacity – 250 seated
 - Aisles MUST be kept CLEAR at all times
4. If any furniture or equipment is moved by the hirer, this must be replaced as it was found.
5. Only equipment and materials approved by the Church may be brought on to the premises. This includes props, staging, special FX, sound and lighting equipment. No flame producing equipment may be used at any time.
6. Delivery of approved equipment and/or materials in advance of your booking must be arranged with the Church.
7. No pets (other than aid dogs) are allowed.
8. You must leave the premises clean and tidy after each session, otherwise you will be charged for an additional cleaning fee.
9. Any damage to the premises, furniture or equipment during the hire (other than ordinary wear and tear), must be reported immediately to the Church. Any cost incurred in repairing damage caused or replacing items will be recharged to your organisation.
10. The church reserves the right to cancel any booking(s) if:
 - a) any of the terms and conditions of hire are broken
 - b) in the unlikely event of unforeseen circumstances

C: Insurance

1. All hirers must provide a copy of their Public Liability Insurance.
2. A copy of our insurance is available on request.

D: Health and Safety

1. All hirers must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions.
2. All hirers must familiarise themselves with notices related to health, safety and fire precautions wherever displayed. For specific advice, contact the Church.
3. All Saints Church – its buildings and its grounds – is a no smoking environment. Smoking anywhere (indoors or outdoors) is strictly prohibited.
4. Cycles must be parked outside and not brought into the church.
5. Children must not be left unsupervised; an adult must be present at all times.
6. You must ensure that members of your organisation do not access areas of the premises that you have not booked.
7. The main contact named on the booking form is personally responsible for ensuring that all children/members of their group comply with the conditions of this agreement.
8. The hirer must ensure that they have been fully briefed by the Church on emergency procedures for the area they are hiring. It is the hirer's responsibility to ensure that all of their staff/volunteers have been briefed on these procedures.
9. IN CASE OF FIRE Please follow instructions of person designated by All Saints Church.
10. Hirers are responsible for making their own arrangements for the attendance of a (current) first aid trained person and for carrying their own basic first aid equipment.

E: Charges

The charge for the booking will be calculated in accordance with the current scale of charges. Invoices will usually be issued following the event. Invoices must be paid in full within 7 days of the invoice date.