

PARISH CHURCH OF ST PETER AND ST PAUL, UPTON-UPON-SEVERN

BOOKING FORM

Please complete and return this form together with the completed Safety Questionnaire to one of the churchwardens (Tim Toman or Roger Davies)

Unless the purpose of the event is to raise funds for the church, hire fees will be payable and a deposit of 10% must accompany this form (cheque to be made payable to St Peter and St Paul's Church Upton-upon-Severn)

DATE AND TIME OF PROPOSED EVENT including dates and times of any rehearsal(s) and time needed for setting up and clearing up

NAME AND CONTACT DETAILS OF EVENT ORGANISER

DESCRIPTION OF EVENT please give full details

Will you need access to the Parish Room for toilet facilities?

Is the event to be ticketed?

If yes, how will the proceeds from the ticket sales be applied?

DECLARATION

I confirm that I have read and agree to abide by the Terms and Conditions, that I have completed the Safety Questionnaire and that the event will be organised in accordance with the safety measures set out there, together with any additional safety measures that may be required by the PCC. I understand that the booking is not finalized until I have received confirmation from one of the churchwardens, and that permission to hold the event is at the discretion of the PCC. I undertake to inform the churchwarden if there is any change in the information I have given.

SIGNED

DATE.....

TERMS AND CONDITIONS

1. USE OF THE PREMISES

1.1 Use of the vestry, children's corner and parish office area in the building is not included.

1.2 Use of the Lady Chapel, audio system and the kitchen area (including kitchen crockery and utensils) may be included by prior arrangement with the churchwardens.

1.3 The electrical installations or any of the apparatus on the premises must not be interfered with. Electrical sockets may be used to draw power provided that they are not overloaded.

1.4 No polluting or contaminating substances may be brought onto the premises .

1.5 Nothing must be attached to the walls or pillars except by prior arrangement with the churchwardens.

1.6 The user will be held responsible for any damage caused to the premises, or to any of the fixtures, fittings, equipment or furniture on the premises caused by any acts or omissions by the user or caused by failure to comply with these terms and conditions or with the safety measures. Any such damage must be reported to the churchwardens, and the cost of making good the damage will be recoverable by the PCC from the user.

1.7 No food or drink shall be prepared on the premises during the period of use except that dry or packaged goods and tea and coffee may be served by prior arrangement with the churchwardens. No milk may be left on the premises in connection with the event for longer than 2 hours.

1.8 No alcohol may be served on the premises during the period of hire without a licence if required.

1.9 The premises must be left clean and tidy, litter must be removed and any furniture that has been moved must be returned to its previous position. The cost of cleaning will be recoverable by the PCC from the user if necessary.

1.9 The PCC reserves the right for two or more of its members to be present for the purpose of unlocking/locking the premises and/or to attend the event.

2. LOSS OF PROPERTY

The user shall be responsible for any damage to, or the loss or theft of, property and effects belonging to the user or any person participating in or attending the event caused by any

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acts or omissions by the user or failure to comply with these terms and conditions or with the safety measures.

3. CAR PARKING

3.1 Cars may not be parked on the grass adjacent to the church except for the purpose of unloading or loading equipment. On no account may cars be parked even temporarily in front of the gate. Parking is available in the town car park opposite the church.

3.2 On no account must the entrances to the church, the church entrance hall or the driveway adjacent to the church be obstructed.

4. NUISANCE

Except in the case of trained guide dogs for the blind, no dogs or other animals shall be permitted on the premises.

5. SAFETY AND COMPLIANCE

5.1 The user is responsible for taking all reasonable steps to ensure the safety of all those taking part in or attending the event and to keep the aisles, doorways and fire exits free from obstruction at all times during the period of use.

5.2 The user is responsible for exercising supervision over the event during the period of use and for appointing stewards for the event (at least 2 adults per 50 attendees) who shall not be engaged in any other duties during the period of use and at least one of whom must have a fully charged mobile phone.

5.3 The user is responsible for the safe conduct of any regulated activities involving children and/or vulnerable adults during the period of use.

5.4 Any incidents involving personal injury during the period of use must be reported to the incumbent or a churchwarden.

5.5 No smoking is permitted.

5.6 No materials, temporary structures or decorations which are flammable or combustible may be brought onto the premises.

5.7 Any temporary staging needed for the event must be erected by able-bodied and competent people.

5.8 No heating appliances or electrical equipment shall be brought onto the premises without prior authorisation.

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5.9 The user is responsible for their own equipment.

5.10 The user must make their own provision for a first aid box during the period of use.

5.11 The user is responsible for calling the Fire Service immediately in the event of an outbreak of fire however slight. The stewards must familiarize themselves with the fire evacuation procedures displayed on the church premises (in the North Porch and Lady Chapel) and will act as fire stewards for the event.

6. LICENCES

The user is responsible for obtaining any licenses that may be required during the period of hire.

7. INSURANCE

The user is responsible for providing insurance cover for themselves and must have a current paid up Public Liability insurance policy in place a copy of which must be provided on request.

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