

St. Mary's Church Chipping Norton Hire of Premises

RATES 1st Jan 2018 – 31st Dec 2018

Principles

St. Mary's Church seeks to engage with the community which it serves and therefore encourages the use of its premises.

For non-commercial use, the church will set a charge to recover the costs of opening, heating and lighting, and cleaning of the premises afterwards. We will not seek to benefit financially from its use although we may invite a voluntary contribution.

For commercial organisations, or at events where tickets are on sale, we may set an additional hire charge.

Parish Centre Hire Charges

Christian Groups may not be charged for hire, depending on availability, usage and connections to St Mary's.

Charitable Groups and Clubs	£10.50 per hour
Private hire	£14.70 per hour

Charges include all heating and utility services.

Minimum daytime hire is for 1 hour

Regular weekly evening bookings should be for a minimum of 2 hours if after 7pm

Church Hire Charges

1. Weddings / Funerals / Other Services

Time	Verger	Heating Fee [if required]
Service	£ 50.00 - £70.00	£ 50.00

2. Non-Commercial Events
(community groups, charities and voluntary organisations)

Time	Usage Fee	Verger/Technician*	Heating Fee [if required]
Up to 2 hrs	£ 63.00	£50.00 - £70.00	£ 50.00
Up to 4 hours	£ 94.50	£50.00 - £80.00	£ 50.00
Over 4 hours	£ 157.50	£50.00 upwards	£ 75.00

3. Commercial Events

Time	Usage Fee	Verger/Technician*	Heating Fee [if required]
Up to 2 hrs	£ 105.00	£50.00 - £70.00	£ 50.00
3 hours	£ 157.50	£50.00 - £80.00	£ 50.00
Up to 4 hours	£ 210.00	£50.00 - £80.00	£ 50.00
1 Day	£ 315.00	£50.00 upwards	£ 75.00

(for ticketed events – a levy of 20% of ticket sales may be applied as the hire charge, if that is more than the standard hire rates)

4. **Church Rental for Filming**

An official request to film in church should be made in writing and 1 month in advance to the Church Office and permission sought, if necessary, from the Standing Committee. The normal church hire rates (3 above) would be incurred with the addition of a special rate for filming of £125 per session.

Rates are open to discussion for regular users or extended hire periods.

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BOOKING FORM

St Mary's Church Building

Parish Centre

Date of hire

Start time

Finish time

Hirer Details

Name of Group

Intended Use / Event

Contact Person

Address

Telephone No.

Fax No.

Mobile No.

Email Address

Equipment Required

Parish Rooms *Please tick*

Church Building *Please tick*

Projector and screen

Chairs/tables

Crockery

Coffee machines

Coffee (at £1 per sachet)

Coffee machines

Coffee (at £1 per sachet)

Urn

Use of Trinity Room

On the Day (Responsible Persons / Contacts)

Contact Person Telephone No.

Contact Person Telephone No.

Acceptance

I confirm that I accept the terms and conditions of St Mary's in the hire of the facilities.

Signed Date

OFFICE USE

Hire Logged in Diary <input type="checkbox"/>	Price Confirmed <input type="checkbox"/>
Arrangements with Verger <input type="checkbox"/>	Confirmation sent to Hirer <input type="checkbox"/>

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*Vergers/Technicians

Any church booking will require a verger to lock/unlock and ensure the well-being of the building, contents and visitors. Users wishing to make use of the church sound and visual systems must request a technician, supplied by St. Mary's Church, with the correct level of expertise or, exceptionally, satisfy Chipping Norton PCC that they can supply their own reliable and skilled technician. Until a named technician has been confirmed bookings only count as provisional.

Please fill in your sound and vision requirements:

Please tick

Option 1

Verger charge:

£50 for up to 4 hours plus £5 for each additional hour

No sound and vision requirements
 (other than use of unamplified piano)

Option 2

Basic equipment plus technician charge:

£60 for up to 2 hours or £70 for up to 4 hours plus £10 for each additional hour

1-3 Microphones:

Headset

On stands

CD Player

	How many?	
	How many?	

Option 3

Complex equipment plus technician charge:

£70 for up to 2 hours or £80 for up to 4 hours plus £15 for each additional hour

4+ Microphones:

Headset

On stands

CD Player

Organ/piano

Screen and projector

LCD screens

Additional sound requirements

Please specify

	How many?	
	How many?	

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Hire of Premises

Terms and Conditions of Hire

All hirers must respect the property of St Mary's and leave it in a such condition as they would wish to find it. The facilities are available for use according to the hirer adhering to the conditions below. If a hirer acts in breach of the conditions, then the hire and any costs incurred will be forfeited.

No activity that may be considered dangerous, immoral, illegal or a nuisance to others may take place on the Premises.

No spiritual/religious or other activity that is not in keeping with a Christian ethos is allowed on the premises.

Booking

- St Mary's church office must be given written application of hire.
- St Mary's will give confirmation of booking.
- Overrunning hire period will incur cost, according to rates.
- Payment of hire must be made upon receipt of invoice.
- No booking will be valid until payment has been received.
- Cancellation charge will be made of £25 for cancelling up to 24 hours before the hire. Within 24hrs no refund will be given.
- Hire of the Parish Centre includes the use of all the facilities on the ground floor i.e. kitchen and toilets.
- No function should be outside the hours of 08.00 and 22.00.

Maximum Numbers

- The maximum Number of people allowed in St Mary's Church is 500
- The maximum Number of people allowed in the Parish Centre is 100 (available chairs are limited)

Arrival and Departure

- The building will be available at the time booked, if set-up time is required, please ensure this is notified to the church office.
- The security of the buildings, contents and equipment during the hire times is the responsibility of the hirer.
- A church officer will arrange to lock the facilities at the appointed departure time.
- IT IS ESSENTIAL that the start and end time are notified and correct with the church office.

Cleaning and Tidying Away

- Persons hiring must ensure that decorations etc. are removed immediately following each function and in sufficient time to avoid interference with the use of the facilities by subsequent hirers. Where any variation of this is desired it must be agreed with the church office.
- Nails, screws, staples, drawing pins or sellotape should not be used to affix anything to the paintwork.
- Any furniture used should be packed away neatly after the function and any cutlery & crockery washed, dried and put away. All breakages must be paid for.
- Users of the Parish Centre are expected to vacuum the hall immediately after each use. Any additional cleaning required after an event will be charged for at the cost.

Equipment

- Requests for audio visual and electrical equipment should be made at the time of the room booking.
- Users wishing to make use of the church sound and visual systems must request a technician, supplied by St. Mary's Church, with the correct level of expertise or, exceptionally, satisfy Chipping Norton PCC that they can supply their own reliable and skilled technician. Until a named technician has been confirmed bookings only count as provisional.
- All audio visual and electrical equipment brought into our premises must comply with current Health and Safety regulations, which includes Portable Appliance Testing under the Electricity at Work Regulations 1989.

General Conditions

- Persons to whom the facilities and/or equipment is hired are responsible to the Church for orderly conduct in the use of such accommodation and/or equipment, for any damage or injury caused thereto, and in the case of equipment, for loss thereof. Hirers are further responsible for any damage or injury to furniture, equipment or articles contained in the Church or Parish Rooms and for the loss of any such furniture, equipment or articles if they should be unlawfully removed taken or stolen whilst the accommodation is in the occupation of the said hirers. By completing and signing the Booking Form :-
- undertake to reimburse or pay to the Church all costs, charges or expenses which may be incurred by the said Church as a result or consequence of any such damage, injury or loss hereof.
- agree that the decision of the Church as to the amount of any such costs, charges or expenses as are mentioned and shall be final and binding upon the said hirers.
- The church accepts no liability for any goods or exhibits stolen and it is recommended that hirers insure goods and valuables on display against burglary, particularly when left in the buildings overnight.

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Safeguarding for Hire of church premises

The Parochial Church Council of St Mary's Parish Church has a Policy for Safeguarding Children and Vulnerable Adults. A sample copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own..

You are required to ensure that children 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 attached Good practice guide with children and young people or vulnerable adults unless you already have an equivalent
- you will provide the church with a copy of your organisation's Safeguarding Children/Safeguarding Vulnerable Adults policy, and review and update it annually
- you will recruit safely all current paid and voluntary workers who work in regulated activity with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where available, 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/adults who may be vulnerable, 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 children of any age
- no child or group of children or young people should be left unattended at any time
- a register of children or vulnerable adults attending the activity will be kept. This will include details of their name, address, 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 church.

The Parish Safeguarding Officer for St Mary's Church is:

Name: Jill Hannington E-mail: jillhannington@yahoo.com Tel. No: 01993 831827

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 Designation

Organisation Date

Please sign two copies, one to be retained by the church, and one by the organisation.