

St Andrew's Church Booking Form

Vicar: The Reverend Phil Rodd
Administrative Assistant: Sophie Clarke
Eaton Parish Office: 41 Church Lane, Norwich, NR4 6NW
Tel: 01603 473646
e-mail: office@eatonparish.com



St Andrew's Parochial Church Council (PCC) agrees to hire out St Andrew's Church ('the Church') as follows:

Name or Organisation (The Hirer).....

Address

Email.....Tel No.....

Date(s) & Time(s) the Church is required.....

Purpose of hire

Access to vestry for lights, toilet, light refreshments (item 6 below)? Yes / No

Use of piano and/or organ? Yes / No (This must be agreed with the Music Director,
Mrs M Smith Tel: 01603 453010 in advance.) This will cost £20 per day:.....

Breakages Deposit of £50 (item 4 below) for irregular bookings is supplied:.....

Verger's fee of £30 if extensive furniture moving is required:.....

Date of booking Hire Charge:.....

TOTAL:.....

Emergency contact in case of problems:

NameTel:.....

Please note that hiring charges are payable in advance. Unless there is a prior arrangement with the Parishes Office, all fees should be paid in full at the time of booking. Cheques shall be made payable to **Eaton St Andrew Parochial Church Council**.

Conditions of Hire

1. The Hirer, if they are not to be present at all times during the period of the hire, **will appoint a Designated Person** who will be fully familiar with these Terms and Conditions and be 'in charge' of and responsible for the persons occupying the Church during the period of the hire.
2. The Hirer and Designated Person undertake not to allow activities to take place during the period of the hire which will cause **annoyance to nearby residents** or the general public, or which are in any way inconsistent with the character of St Andrew's Church, Eaton. Under no circumstances may the reading lectern or the church organ be moved. Any use of the sanctuary area inside the altar rails must be specifically approved by the vicar or churchwarden in advance of the event.
3. The Hirer and Designated Person undertake to be **responsible for the security of the Church and its contents** during the period of the hire. If the booking is to take place out of the normal working hours for the Parishes Office (0900 - 1200 Mon - Fri), prior arrangement must be made through the Parishes Office to ensure that the Church is opened at the start and secured at the end of the hiring.

4. The Hirer and Designated Person undertake to be responsible for any loss or damage, all of which will be reported to the Parishes Administrator. A deposit of £50 is required as security against any loss or damage which may be caused. The deposit will be returned after the hire, with a deduction for any extra costs incurred in cleaning or tidying the Church and in making good any loss or damage.
5. Any intended fund-raising activities at the event (eg a raffle) must be brought to the attention of the vicar or churchwardens in advance of the booking being confirmed.
6. If you have arranged to use the vestry (see above) you are welcome to use the facilities there to make light refreshments. Please, however, ensure you wash up cups etc. and remember to bring your own tea, coffee, milk etc. and to take any rubbish away with you. **At the end of your hire you are responsible for leaving the Church and its contents as found.** In particular please ensure the chairs are linked together and laid out as shown on the diagram located at the back of the church. All lights, taps, sound system and organ (if used) must be turned off. If arrangements have been made for a member of our staff to lock the church, please ensure that they have arrived before you leave.
7. The Hirer and Designated Person undertake to ensure that any Portable Electrical Appliances that are brought into the Church have been tested by a qualified electrician (PA Tested) within the previous 12 months and bear a certificate to this effect.
8. The Hirer undertakes to indemnify St Andrew's Eaton Parochial Church Council (the PCC) against all claims, demands, actions or proceedings in respect of goods or clothing, or of the death or injury of any persons which shall occur during the period of hire, provided that this indemnity shall not apply to any claim, demand, action, or proceedings which arises out of negligence on the part of the PCC, its officers or agents or from any defects on the premises. Evidence of such cover may be requested by the Parishes Office at the time of booking.
9. The Hirer and Designated Person undertake **to become familiar with the Fire and Emergency Procedures** for the Church as posted on the notice board. At the beginning of each booking all the users shall be informed of the Fire and Emergency procedures. **A First-Aid box is located in the centre top cupboard in the Vestry.**
10. Car parking is available at the rear and side of the Church hall. A car parking plan is displayed on the notice board outside the main entrance. Entry and exit to the car park is via a one-way system and entry is through the driveway to the left of the hall only. **Please organise your parking according to the plan and ensure that both entry and exit driveways are left unobstructed at all times.** Cars are parked entirely at the owner's risk.

Notes

The PCC's Public Liability Insurance only covers for Church usage by the Church or Church organisations. If you are hiring as a private individual for a function at which no charge is to be made, check with your domestic house policy as in the majority of cases it will provide the necessary insurance cover. If you are hiring on behalf of a non-Church organisation or cannot arrange suitable insurance cover through your domestic house policy you will need to provide separate Public Liability insurance cover. Evidence of such cover may be requested by the Parishes Office at the time of booking.

Any problems encountered regarding the Church should be reported to the Parishes Office.

The PCC reserves the right to refuse any booking.

**Initial enquiries should be made via the Parishes Office, 41 Church lane, Eaton, Norwich, NR4 6NW.
Tel: 01603 473646. Email: office@eatonparish.com**



I/We accept and agree to abide by the above terms and conditions.

Signed (Hirer).....Name and telephone number.....

For and on behalf of (if not in own name insert name of organisation)

.....Date.....

Please sign and return one copy to the Parishes Administrator, retaining the other for your records.

April 2013