



DIRECTIONS FOR THE USE OF THE PARISH OF THE RESURRECTION ALTON ST LAWRENCE CHURCH

APPLICATION FORM: A signed Application Form is required for each event.

PAYMENT: A payment of 10% is required upon receipt of invoice to confirm the booking. Outstanding fees and deposit must be paid at or by the time of keys collection. Please make payment via Bank Transfer to CAF Account No: 00029108, Sort Code: 40-52-40 quoting 'St Lawrence Church Hire', or via cheque made payable to **Parish of the Resurrection Alton**. Cheques should be delivered to the Parish Administrator at the Parish Centre. Receipts will only be issued on request.

LOSS OF KEYS: Losing the keys would result in expenditure in the order of £400 to replace locks which would be paid for by the hirer.

KEYS COLLECTION: Keys will be available for collection in person from the Parish Centre on the nearest working day between 9.30am and 2.30pm, and should be returned the next working day.

CANCELLATION OF BOOKING: Notice of cancellation by a hirer should be given at the earliest opportunity. A fee of £50 is payable if the notice given does not allow another booking to be taken. Should the church be unavailable due to circumstances beyond our control all payment received will be refunded but no further liability can be accepted.

PUBLICITY: Upon receipt of the initial payment, the Parish Administrator will be pleased to provide hirers on request with the following publicity, whenever possible: (Charges may apply)

- date, time and title of event in the Parish Matters, the Magazine, Sunrise and the Parish Website;
- display your poster on church noticeboards when space permits (maximum A4 size).

NUMBERS: A maximum of approximately 200 people can be seated in St Lawrence Church. Additional chairs, if used, must not obstruct aisles or entrances/exits.

ST LAWRENCE CHURCH IS A GRADE I LISTED BUILDING. No holes may be drilled and no fixtures or key pieces of furniture can be moved without the explicit authorisation of the Vicar.

CHURCH POD: may be hired for light refreshments only

VESTRY AND SACRISTY: The Vestry and Sacristy remain closed during events organised by hirers, subject only to explicit authorisation by the Vicar.

ORCHESTRAS: brass players must not shake spittle from their instruments onto the floor

GRAND PIANO AND MAIN ORGAN: These instruments may only be used with the permission of the Director of Music, Tony Willman, who may be contacted on 01420 543628. The piano is tuned every 6 months. If a hirer wishes to have it tuned at their own expense (by our own tuner) contact should be made with the Director of Music.

FIRE PRECAUTIONS: Hirers are required to observe fire precautions, and must make themselves familiar with the locations of appliances, and of fire exits, which must not be obstructed.

EMERGENCY EVACUATION: Hirers are required to provide and train stewards to control any emergency evacuation of the Church which may become necessary. The emergency exit in the Galilee Chapel must remain unlocked during the event.

RISK ASSESSMENT AND PUBLIC LIABILITY INSURANCE All Hirers must provide the Parish Office with a copy of their Risk Assessment and Public Liability Insurance for all events.

FIRST AID: A First Aid Box, Accident Report Forms and Health and Safety Policy are in the Disabled Toilet.

RUBBISH: Please note that all rubbish must be removed from the site. Please do not use the Church Dustbins for this purpose.

SALE OF ALCOHOL The sale of alcohol (which includes the provision of alcohol in return for 'donations', or the inclusion of alcohol in the ticket price) is only allowed if the User has obtained a Temporary Event Notice Licence (TEN), with the permission of the Parish Office. There is a limit on the number of TEN's which can be granted to any premises in a year, and so if alcohol is to be sold by the User during the booking the User must apply to the Parish Office when booking for permission to apply for a TEN. If permission is granted, then the User is responsible for applying to East Hants District Council for a TEN for the sale of alcohol and for the cost thereof. **A copy of the front sheet of the TEN is required for Parish records in advance of the event.**

PERFORMING RIGHTS LICENSING (PPLPRS LICENCE) St Lawrence Church has a licence with the Performing Licence Society (PPLPRS Ltd). For all performances within the church where a royalty payment is due, the payment will be made by the venue to PRS for Music. The venue will pass the charge onto the hirer, normally as a percentage of ticket sales income, subsequent to the event. Hirers must provide details of their tickets sales and attendance figures immediately after the event to the Parish Office.

SAFEGUARDING All events must comply with the Parish of the Resurrection Alton Safeguarding Policy, a copy of which can be found on the parish website (www.potr-alton.co.uk).

SMOKING: Smoking is not permitted anywhere on the premises.

NOISE The Hirer will ensure all care is taken at all times to avoid unreasonable noise that could cause a nuisance to residents living in the vicinity of the church.

RESPONSIBILITIES OF HIRERS

Hirers are reminded of their responsibilities under Health & Safety legislation. They should familiarise themselves with the Health & Safety Policy Document. The Hirers should inform those attending the event of the emergency procedures at the start of that event.

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of hirers to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers are required to provide details using an Accident Report Form of any incident occurring during their occupation of the premises which did or could give rise to injury or illness as soon as possible after the incident but in any case before the premises are vacated by the hirers.

The Vicar and Churchwardens do not accept responsibility for any loss or damage to the goods of the hirer, or of third parties, on the premises, whether or not caused or contributed to by any negligence on their part or on the part of their agents.

The Vicar and Churchwardens are not responsible for any of the Hirers cancellation costs in the case of the Church being unavailable due to unforeseen circumstances, such as a fire or power failure. Hirers should take out cancellation insurance at their own expense.

The Vicar and Churchwardens retain discretion to refuse any application for the hire of the Church for purposes which they consider inappropriate to a place of worship.

The Vicar and Churchwardens reserve the right to review hire rates on an annual basis.

For, and on behalf of, the Vicar and Parochial Church Council of the Parish of the Resurrection, Alton