

Christ Church, St Leonards on Sea

The Parish Centre
 2, Christ Church Courtyard
 London Road
 St Leonards on Sea
 East Sussex TN37 6GL
 (01424) 447 784



This form should be completed at the time of booking and returned to the office with the appropriate deposit (see note 1). All bookings are provisional until the completed form and deposit have been received. Please read the notes on the back of this form carefully, and sign and date the declaration.

EVENT DETAILS	
Event:	Date:
	Start time:
	Estimated end time:
Estimated audience (if applicable):	Number of stewards: (note 2)
Estimated number of performers (if applicable):	<input type="checkbox"/> Church <input type="checkbox"/> Hall <input type="checkbox"/> both
CONTACT DETAILS	
Organisation: (including charity number, if applicable)	Address: (for invoice)
Contact person/organiser:	Contact number:
	Phone number(s) & e-mail address:
Nominated chief steward:	Contact number:
SET-UP and REHEARSAL DETAILS (if applicable):	
Access required at: (please state time)	
Rehearsal schedule: (note 3)	

OTHER ARRANGEMENTS
(please specify exact requirements)

Lighting: *(note 5)*

Furniture: *(note 7)*

Other requirements (including instrument requirements): *(note 7)*

FOR CHURCH OFFICE USE:

Number of staff on duty:	Designated verger:
<i>For office use:</i>	
Basic hire fee:	
Musicians' fees:	
Staff costs:	
Hall hire:	
Printing cost:	
Additional cleaning:	
Miscellaneous: <i>(please detail)</i>	
Less deposit received:	
Total:	

Invoiced by: <i>(please initial)</i>	Date sent:	Received:
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TERMS AND CONDITIONS OF HIRE

1. DEPOSIT

A deposit of £20 of the booking fee is payable at the time of booking. No booking shall be considered a firm booking until the deposit and form are received. The remaining balance shall be payable at the time of invoice. Regrettably, if events are cancelled within 3 months of the date of the event the deposit may be forfeited. Deposit cheques should be made payable to: 'Christ Church PCC'.

2. STEWARDING

The stewarding of events is the responsibility of event organisers. A person appointed by the event organiser should remain in the porch area at all times during the event to welcome latecomers and to deal with any enquiries or emergencies. **This person should liaise with a member of the Christ Church team before the event to discuss safety and security arrangements.**

3. REHEARSAL SCHEDULE

Please give accurate details of your proposed timetable for the booking period. Please specify whether or not event organisers will be in the building between the rehearsal and concert/event start time. **The church and/or crypt must not be left unlocked or unattended for the hire period.**

4. CHRIST CHURCH

As a church Christ Church's primary purpose is the daily round of prayer and worship – Morning Prayer at 8:45am, Evening Prayer at 6:30pm and the Daily Mass. Bookings can usually be arranged round the times of these acts of worship. We ask for the cooperation of those who book the church in helping us to maintain this. Our ministry as a parish church is a priority. Accordingly, it may be necessary to rearrange schedules at relatively short notice in the event of the church being required eg for a funeral.

5. LIGHTING

Please do not attempt to adjust the lighting once it has been set by Christ Church staff. Please discuss these arrangements beforehand.

6. HEATING

Both the church and Parish Centre are heated. Please do not tamper with the heating controls.

7. FURNITURE

Please give details of any furniture requirements. All furniture should be returned to its original location after the event. We require that every reasonable effort to leave the church and crypt tidy is made by event organisers and stewards. Rubbish should be collected and Concert organisers are asked to clear all rubbish from the church. **Church furnishings should not be moved except with express permission.** Any damage or breakages of Church property must be paid for.

8. EQUIPMENT

No article such as musical instruments, furniture, flowers or food should not be delivered to the church before the day of your event unless arrangements have been made with the Church Office. Equally all equipment must be removed on the same day as the event unless previous arrangements have been made. All electrical equipment bought into the Church (such as instruments) must have been safety tested and have a valid PAT sticker. The Church will not accept liability for any item lost or stolen from the Church. Event organisers are advised to make such checks and inspections which they deem necessary to satisfy themselves that the premises are fit for the purpose they require.

9. OTHER REQUIREMENTS

Please give as much detail as possible about your requirements, including whether use of the organ is required. A piano is available in the church. **Organisers of events must book the Crypt to ensure adequate changing and storage facilities.**

10. PARKING

No parking is available on site. Equipment may be dropped off and collected at the crypt door in the Courtyard.

11. REFRESHMENTS

Its is possible for event organisers to offer refreshments in Church during an interval but you are required to leave the area clean and tidy and are liable for any damage due to spillages. It is not permitted to sell alcohol on the premises. Alcohol is not allowed in the Parish Centre.

12. PUBLICITY

Event Organisers are responsible for publicity and advertising their event. The use of church notice boards is at the discretion of the Rector and Churchwardens.

13. HEALTH AND SAFETY

Event organisers are responsible for making a safety announcement before any performance. Fire exits are through the West Doors, the 'funeral door', and through the crypt door. You should ensure that first aid and safety provisions for those performing in and attending your event are adequate and are responsible for arranging for First Aid personnel to be in attendance if required. **Hirers are responsible for carrying out their own risk assessment of the event.** The PCC risk assessment is available for guidance and information via the Parish Office

Please tick to show you have read and accept these conditions

14. SAFEGUARDING

The PCC takes very seriously its duty of care of children and vulnerable adults. By signing this agreement you undertake to share in that duty of care. A copy of the Diocesan Safeguarding Policy, which the PCC have adopted, is available on in the resources section of the Diocese of Chichester website (<http://safeguarding.chichester.anglican.org/>) and must be read and agreed by all hirers.

Please see Appendix 1 or Appendix 2 of this form.

Please tick to show you have read and accept these conditions

15. INSURANCE

the PCC hold public liability (third party) insurance under their insurance policy. **This insurance does not extend to indemnify any outside groups hiring the premises.** All those who hire the church and/or Parish Centre hall should ensure that they have public liability to cover their activities while the premises are being hired. The PCC may require written confirmation of this. Individuals hiring PCC premises for a private function (eg, children's birthday party) should check with their household insurers to ensure that the public liability cover would extend to include the organising of such an event.

Please tick to show you have such insurance in place

or

Please tick to show you will ensure such insurance in place prior to the hire taking place

I have read and accept the above terms and conditions.

Signed: _____

Print name: _____

Date: _____

Position: _____

APPENDIX 1

For those groups with no Child Protection Policy of their own

The PCC of Christ Church, St Leonards on Sea has a child protection policy and procedures, a copy of which is on the Diocesan website (<http://safeguarding.chichester.anglican.org/>) or in the Parish Office.

Your booking agreement is conditional upon you working within the practice guidance in this document.

Any concerns or allegations, which arise about children in the course of your activities, should be communicated to our Child Protection Co-ordinator.

Name: Mrs Jane Hart

Telephone number: 01424 716599

I have received, and agree, to abide by the child protection policy, procedures, and good practice of Christ Church, and I will show evidence of this to Parish Child Protection Co-ordinator Jane Hart if required.

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 of the document, one to be retained by the church and one by the organisation.

APPENDIX 2

For organisations with their own child protection policy

We (organisation) follow our own child protection procedures based on the government guidance "Working Together to Safeguard Children 2006".

We understand that this booking agreement is conditional on us keeping to these procedures and that the agreement can be terminated if we fail to comply with them.

We will show evidence of our compliance to the Parish Child Protection Co-ordinator Jane Hart if requested.

We will inform the Child Protection Co-ordinator if there are any concerns or allegations arising about children in the course of our activities.

Name.....

Telephone number.....

Signed.....

Designation.....

Organisation.....

Date.....

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