

THE PARISH CHURCH OF ST ANDREW, CHIPPENHAM (SN15 3HT)
Conditions for Hire of Premises 2019

1. **The capacity of the Church with fixed seating is 175.** There are 175 extra stacked chairs for use of the bookers to arrange on the day.
2. **PLEASE NOTE: If you are expecting over 150 guests it is vital that you provide 2 extra stewards to put out and put away the extra seating and to supervise the Fire escapes.**
3. **Access/finance:** all hiring enquiries including hiring costs and advertising are initially dealt with by the Booking Secretary. Keys for regular bookings are issued and require a receipt. Key arrangements for casual bookings – a church official will open up as needed.
4. **Care of premises:** please leave the premises as they are initially, and ensure all electric appliances are turned off (if used). Smoking is not permitted. Any electrical equipment used must have a valid PAT certificate.
5. **Health & Safety:** Organisations booking our property should have their own Public Liability Insurance in their own right and have carried out their own risk assessment on our property. All Fire Exits are clearly marked but should be pointed out to audiences at the beginning of any event. Also indicated are the locations of "First Aid" Boxes. A telephone is available in the church for use in emergencies. The church's H&S Policy is available on the church's website. **www.st.andrewschurch@zen.co.uk**
6. **Safeguarding (children and vulnerable adults):** if applicable to your organisation it is mandatory for the church to view your policy. (Please forward to the **Booking Secretary**).
7. **Insurance:** The church has Public Liability Insurance but accepts no liability for loss or any other eventuality beyond this liability. It is therefore strongly advised that the hirer take out their own insurance to cover themselves and any third party claims and liabilities that could arise from the hirer's activities. The hirer shall take all reasonable care of the premises, facilities and contents. The hirer will be responsible for loss of damage from any act arising from any act or default of the hirer.
8. **Licensing (alcohol):** The Licensing Act 2003 states that a 'Temporary Events Licence' must be obtained from Wiltshire Council whenever it is intended to **sell** alcoholic drinks in any part of the church's property. This licence must be presented to the church authorities prior to the event and visibly displayed. This law applies equally to drinks sold for cash over a bar, included in the price of an event ticket and drinks served 'free' but for which a 'donation' is clearly requested and expected.
9. **Parking:** permission for parking must be obtained initially from the Booking Secretary.
10. **Performing Rights Society:** as this involves copyrights works, royalties etc. Please fill in PRS form and return within 1 Week to church office. **Contact Sue Hollands 01249 655947**
11. **Refreshments:** It is no longer possible for St Andrews volunteers to arrange refreshments for events. If bookers wish to use the kitchen facility in the church there is now a charge of £50 to cover insurance/breakages etc Everyone is welcome to supply their own refreshments, bringing paper cups, plates etc (No Charge)
12. Please remember to bring you own black bags and take all rubbish home.
13. **Raffles**-extract from **CorporateEvents@wiltshire.gov.uk** If the raffle tickets are sold on the day and the prizes are not worth more than £500 in total then is will be exempt from gambling regulations. However, if the tickets are sold in advance of the event, you will need a lottery registration, but do speak to your council first. Any proceeds from the raffle must go to a good cause such as a charity, or even to cover the cost **of your event.**
14. **Facilities for the disabled** – please consult the Church Office well before the event.
 - **Contacts:**
 - **Booking Secretary: Mrs Sue Hollands: 01249-655947**
 - **Events Coordinator: Mr Maurice Chadwick: 01249-657233**
 - **Performing Rights Secretary: Sue Hollands 01249 655947**
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 - **Churchwardens:**
 - **Mr Barry Hayward: 01249-653322:**
 - **Mrs Jenny Norris: 01249-:812945**