**The Parish of St Andrew Chippenham**

**Conditions for Hire of the Church Premises**

**(including use of King Alfred Hall facilities)**

**Hirer**

The “Hirer” means the person or representative of the organisation signing the contract for hire.

**Capacity**

The capacity of the Church with fixed seating is 175. There are an additional 175 stacked chairs for use by the hirer to be arranged on the day.

**Please note:** If your event involves the use of staging or a change in the normal seating arrangements, the “Hirer” will need to provide stewards to help with these changes both before and after the event.

**Bookings Procedure and Payment**

Bookings may be made by telephone, email or in person via the Bookings Secretary.

A booking form, terms and conditions, and deposit invoice of 25% of the Church Hire charge will be sent on acceptance of the booking.

All additional requirements must be requested at the time of booking.

Your booking is **not secure** until we have received your signed booking form and payment of deposit.

An invoice for final payment including costs for additional requirements, will be sent 6 weeks prior to the event.

**King Alfred Hall**

The King Alfred Hall will be available for you to use during the period of your hire to allow extra toilet facilities for yourselves and your audience.

**Care of Premises**

The “Hirer” is responsible for the care of the premises (both the church and King Alfred Hall) during the period of hire. It is their responsibility to ensure that the premises are left as they were at the commencement of hire.

Any electrical equipment used should have a valid PAT certificate.irer H

**Refreshments**

The Church is unable to provide catering for events, the “Hirer” may use the kitchen facility at a cost £50.00 to cover insurance / breakages.

The “Hirer” may supply their own refreshments using paper plates, cups etc at no charge.

**Cleanliness**

The “Hirer” shall be responsible for leaving the premises in a clean and tidy manner, and an acceptable condition.

You will need to provide black bin bags and take all rubbish away with you.

**Damage to Premises**

Should you encounter any damage to the fabric of either building or accidently damage the fabric of either building this must be reported immediately to the church office or to the church wardens.

**Accidents**

The “Hirer” must report all accidents involving injury as soon as reasonably practicable.

**Smoking**

Smoking is not permitted on either of these premises.

**Disabled Access**

The Church and the King Alfred Hall both have disabled access

**Parking**

Parking is limited. Please contact the Bookings Secretary should you require permission to park.

**Noise**

We ask that you respect our neighbours when leaving the premises and keep noise to a minimum.

**Health and Safety**

The “Hirer” should have Public Liability Insurance in their own right and have carried out their own risk assessment of our property.

All Fire Exits are clearly marked and should be pointed out to the Audience at the beginning of the event. Printed Fire instructions are visibly displayed and also show location of First Aid Boxes.

**Defibrillator**

The Church also has a fully automated **Defibrillator,** with full instructions. This is located in the entrance lobby to the Church, the access key is located in the wooden cabinet immediately above the device.

In the event of an emergency a telephone is available in the Church.

**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” takes 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 or damage arising from any act or default of the Hirer.

**Safeguarding**

The “Hirer” has a responsibility to ensure that children and vulnerable adults attending the event are protected at all times. The Church reserves the right to require any “Hirer” to provide evidence of their policy. If the hirer does not have their own policy in place, then the PCC’s Safeguarding Policy will be adhered to.

The PCC’s own Policy regarding safeguarding can be found on the Safeguarding notice board in the church and a separate copy can be provided on request.

The hirer is also obliged to refer to the attached appendices which outlines the PCC’s Policy on Safeguarding and Conditions of Hire with specific reference to Safeguarding.

**Raffles**

If Raffle tickets are sold on the day, and the value of prizes is less than £500.00 in total then the raffle is exempt from gambling regulations.

If tickets are sold prior to the event, you will need to apply to Wiltshire Council for lottery registration.

All proceeds should go to a good cause or to assist with covering the cost of your event.

**Licensing and 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 should be presented to the Church prior to the event and visibly displayed.

The law applies equally to drinks sold at a cash bar, charged as part of the admission ticket or served free but for which a donation is clearly expected.

**Copyright (Performing Rights Society)**

The Church is obligated to inform the Performing Rights Society of any performance that takes place in the Church.

The Church is charged by the Performing Rights Society and these charges will then be invoiced to the ‘Hirer’.

Please complete a PRS form and return to the Church Office within 1 week of your performance.

**Advertising**

Events that are of interest to the public are promoted on the Notice Board in the Church Porch.

Forthcoming events are also included on the weekly Pewsheet.

You may also leave promotional leaflets on the table inside the Church porch, and on tables after the Sunday morning service and at the weekly Wednesday coffee shop.

**Photography and Filming in Church Premises**

If the hirer is intending to record, photograph or live-stream all or any part of the “event”, then the parishes Privacy Notice regarding this can be found attached to the Hire Agreement.

It will be the hirer’s responsibility to provide a film free area as stated in the Privacy Notice.

**St Andrew’s Church, Chippenham April 2024**