

# Booking form for the hire of St Lawrence's Church, Bourton on the Water

Name of Hirer .....

Address .....

.....

Telephone No. ....

Email address .....

Organisation .....

Date required .....

Time from ..... am/pm to..... am/pm

Purpose of Hire\* .....

.....

**\* Please refer to condition 4 of the Conditions of Hire**

## CHARGES

Hire Charge     £.....

- One off booking: 50% to be paid on booking and balance of 50% to be paid 7 days before event
- Regular booking: Within 14 days of receipt of invoice

**I agree to abide by the Conditions of Hire as attached to this form**

Signed: .....

Date: .....

*Please return form to: Mrs Gill Willett, White Rose Cottage, 5 Whittle Close, Upper Rissington, Cheltenham, GL54 2GR*

*Email: [familywillett@hotmail.co.uk](mailto:familywillett@hotmail.co.uk) Telephone: 01451 821484*

# St Lawrence Church, Bourton on the Water

## Hire of Church and Rooms

1. Objective – “Rooms available 6 days a week as a service for local worthwhile activities for the community and churches except when required for church services and activities”
2. Opening Hours – 8 am to 11pm, Monday to Saturday
3. Areas available for hire and hire fees – Community; Charity and appropriate Commercial use:
  - Full church only if accessible by the public and church members up to 6pm
  - Main church only if accessible by the public and church members up to 6pm : with, if required, the kitchen
  - Meeting room: with, if required, the kitchen
  - Balcony: with, if required, the kitchen

#### 4. Hire fees:

##### A - Charities (including other churches) and Community:

- Full church: £25 per hour and maximum of £125 per day
- Main church: £20 per hour and maximum of £100 per day
- Meeting room: £10 per hour and maximum of £50 per day
- Balcony: pricing by arrangement

##### B – Commercial

- Full church: £30 per hour and maximum of £150 per day
- Main church: £24 per hour and maximum of £120 per day
- Meeting room: £12 per hour and maximum of £60 per day
- Balcony: pricing by arrangement

C – On occasions where a collection is taken and donated to the church the booking fee is waived.

NB – Hire period include times taken to set up and tidy up. No storage facilities are available

5. Minimum hire period – 2 hours
6. Payment Terms:
  - One off hires: 50% on booking and 50% balance one week ahead of event
  - Regular hires: Invoices to be issued at end of each month and payment to be made within 14 days of issue of invoice
  - Payment either by Bank Transfer to Sort Code 30-95-75 A/C 00724818 Or cheque payable to: PCC Bourton on the Water Parish General
7. Equipment provided to hirers, where required: chairs, tables and pews along with kitchen facilities
8. Alcohol – Under no circumstances can alcohol be sold.
9. Central point for bookings –Bookings Secretary: Gill Willett: [familywillett@hotmail.co.uk](mailto:familywillett@hotmail.co.uk) / 01451 821484 or Rector (Rowena King: [revrowena@gmail.com](mailto:revrowena@gmail.com) / 01451 821282) or, in their absence, Church Warden Julie Smith: [juliesmith-warden@stlawrencebotw.co.uk](mailto:juliesmith-warden@stlawrencebotw.co.uk)
10. Room set up – Tables, chairs etc: to be undertaken by hirer. The church must be returned to its original layout /state of cleanliness after use. Vacuum cleaners, brooms etc are available in the cleaning cupboard. Rubbish / recycling – must be taken home. It must not be left in the church. The kitchen must be tidy, used crockery put away, surfaces wiped and bins emptied, floors clean.

11. Booking Form and Conditions of Hire – see separate form

## CONDITIONS OF HIRE

1. Applications for the hire of the church, which must be made by persons over 18 years of age, should be addressed to the Rector. **Under no circumstances may the church be sub-let.**
2. The application should not be considered as having been accepted until acknowledged in writing.
3. The Parochial Church Council (PCC) reserves the right to cancel any booking.
4. Full details of the proposed event and its content or programme (e.g. items to be performed) must be submitted in writing to the Rector at the time of hiring. Any changes to the programme after the booking has been made must be similarly notified to the Rector in writing. The PCC reserves the right to refuse permission for hire of the church, and to cancel any booking without notice, where it deems the proposed event or activity to be incompatible with a place of Christian worship.
5. Hire fees must be paid in accordance with the terms stated on the booking form.
6. All cancellations must be made in writing. In the event of cancellation, hire fees may only be refunded, in full or in part, by approval of the Rector or a Church Warden acting on behalf of the PCC.
7. The premises and surrounds are the responsibility of the HIRER who will be liable for all claims for theft, loss, breakages and damage to property during the period of hire. The HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises for their activity.
8. *The HIRER must arrange their own insurance cover. It is a condition of this hiring arrangement, that adequate insurance cover be maintained in force for all liabilities which could arise, including death or personal injury, to third parties (including employees and volunteers), or damage to Church property or the property of others, arising out of the occupation and activities of the HIRER, whilst at the premises. The Church reserves the right to request that the HIRER provides proof of such cover. The Church's own insurance policy does not cover the HIRER.*
9. The HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.
10. The HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.
11. The HIRER shall abide by the PCC Safeguarding Policy, signing the statement provided at the end of this agreement to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.
12. The HIRER shall not use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
13. The PCC reserve the right of entry at any time.

14. **No alcohol is to be bought or sold on the premises** as the church is not licensed. This includes inclusion of alcoholic drinks in the ticket price of events.
15. No smoking is permitted on the premises.
16. All music and noise to be kept to a reasonable level.
17. Existing signs and notices should not be removed or defaced, and all furniture and equipment should be left where found.
18. The church, and toilets, etc, should be left tidy and all exits secured, and lights turned off on vacating the premises.
19. The HIRER must not fix items to the walls.
20. The church is to be vacated and locked by no later than 11 p.m.
21. **Cleaning and Damages:** The HIRER must clean up after use of the premises and the church should be left as it is found. (Vacuum cleaners and brooms etc are available and are in the cleaning cupboard). Rubbish / recycling – must be taken home. It must not be left in the church. The kitchen must be tidy, used crockery put away, surfaces wiped and bins emptied, floors clean. Any damage (including broken crockery etc) should be reported as soon as possible and must be paid for by the HIRER.
22. *The HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.*
23. The HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
24. The HIRER acknowledges that no tenancy is intended to be created between the PCC and the HIRER and no relationship of landlord and tenant exists between them.
25. The HIRER is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the HIRER to ensure that the premises are safe for the purpose for which they intend to use them. THE HIRER must, in the event of an accident, complete the accident book, which is located in the toilet with the first aid box, and provide the information requested in PART A on the following page.
26. The HIRER shall abide by the PCC Safeguarding Policy, signing the statement provided at the end of this agreement to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.
27. **Opening and closing Arrangements:** Arrangements for unlocking and locking up will be made in advance of the event in conjunction with the Rector, or in her absence, the church wardens.

**SAFEGUARDING:**

I hereby confirm that on behalf of the HIRER I have seen the PCC Safeguarding Policy, agree to adhere to the Policy and will ensure that any concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.

Signed.....

Date.....

**CONDITIONS OF HIRE  
PART A**

The HIRER is required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the HIRER after the event.

**Person injured:**

Name: .....

Address: .....

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Telephone: .....

Time of incident: .....

Place incident occurred: .....

Detailed description of accident / incident (including a description of any apparatus or equipment involved) *continue overleaf if necessary*

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**Witnesses:**

1. Name: .....

2. Name: .....

Address: .....

Address: .....

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.....

Telephone: .....

Telephone: .....

(Signed witness statements should be obtained wherever possible)