

St Mary's Church, Princes Risborough BOOKING REF:

Booking Form for use of Church

Organisation Name:-.....

Contact Name:-.....Contact Phone Number.....

Contact Email Address:-

Contact Address:-

INV Address if different to above:-.....

Hire Charges as follows:-

Event Hire Rate

DATE:

Hourly Hire Rate for extra time.....£25.00 per hour

Use of A.V. Desk (AUDIO).....£50.00

Use of A.V. Desk (AUDIO & VIDEO).....£100.00

Terms and Conditions for this booking are attached.

Please sign and return one copy to acknowledge your compliance to these.

BOOKING DETAILS ON NEXT PAGE

**Please note any event considered must be compatible with the
ethos and values of the Church, as agreed by The P.C.C.**

Description of Proposed Event.....

Date (s) of Hire:.....

Time of event.....

Access time in.....Event time finish & Lock Up.....

Number of expected attendees.....

A.V. System Requirements:-

AUDIO (For the use of the Audio part of the AV systems, to **include** microphones, the sound desk, the amplifiers, and the playing of MP3 files and/or audio CDs)

Microphones – YES or NO If YES, how many and where located.....

Piano / Keyboard / Organ use required?.....

Playing audio recordings – YES or NO.....If YES, please advise source material format.....

(please note the sound desk CD player will not reliably play scratched or damaged or non commercial CD material – if in doubt we suggest your own “player” which can be connected into the sound system via 3.5mm jack plug)

VIDEO (For the use of the Video part of the AV systems, to **include** the fixed cameras, the video desk, the projector and screens, and the playing of PowerPoint files, MP4 files and/or video DVDs)

Cameras – YES or NO

Playing video recordings – YES or NO

(please note the sound desk DVD player will not reliably play scratched or damaged or non commercial DVD material – if in doubt we suggest your own “player” which can be connected into the video system via VGA 19 pin D plug)

Is use of Church Kitchen required?.....YES or NO

Hirers are to provide own refreshments, please note booking terms & conditions.

Fees are payable in full at time of booking, signed below by both parties:-

Signed on behalf of (Hirer)

Organisation.....

Signed (Hirer)..... FULL NAME.....

Position..... DATE.....

Signed on behalf of St.Mary's Church

Organisation..... **St.Mary's Church**.....

Signed..... FULL NAME.....

Position..... DATE.....

St Mary's Church Booking Agreement

Booking Procedures

1. The hirer should complete the booking agreement and return to the Parish Office.
2. The person signing the booking agreement, then known as "the Hirer" is responsible for all aspects of the hire and agreeing to adhere to all aspects of our terms and conditions.
3. Any requests for amendments to the booking must take place at least 7 days prior to the date of hire. The hirer must not presume that any amendment will automatically be agreed.
4. Confirmation of any amendments will be sent to the hirer.

Booking Times

5. There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time hire.
6. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.

Cancellations

7. The Parish office must be notified by phone and in writing by email of any cancellation at least 4 weeks prior to the date of hire. However, notification at the earliest possible time is appreciated.

Terms & Conditions of Booking

1. The use of our premises is permitted by the Parochial Church Council of St Mary's Church, Princes Risborough (PCC) on the understanding that the following rules are adhered to at all times.
2. Once you, the hirer, have confirmed a booking to use the premises, you are automatically bound by all terms and conditions of usage of the premises. The PCC have the right to vary these terms and conditions at any time.
3. The person signing the booking form on behalf of their organisation (then known as the hirer) is personally responsible for ensuring that all terms and conditions of our letting policy are adhered to.
4. The requirements for the issue of licences for public dancing, music or any public entertainment must be strictly fulfilled. Any failure to comply with applicable regulations will be the responsibility of the hirer.
5. The hirer shall indemnify and keep indemnified the respective bodies and persons from and against all loss and damage which the PCC or any property belonging to or under the control of the PCC may sustain or incur by reason of the permission to use the premises or otherwise arising out of or in connection with such user, including cost of replacement and reinstatement and the damage to the property, including AV equipment, of, or the bodily injury or death of any person or persons.
6. The PCC will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of letting. Property shall be brought on to the premises at the sole risk of the owner.
7. The hirer is responsible for informing the PCC of any person sustaining injury or loss on the premises during the period of the hire. This information must be presented in writing to the PCC within 48 hours of the event. Any further information required by the PCC must be made available on request.
8. No intoxicating liquor shall be brought or consumed on the premises or any part thereof except where approved by the PCC. It is the responsibility of the hirer to obtain any necessary licence for the sale of intoxicating liquor. Red wine is not to be served.
 - a. No musical works in the repertoire of the Performing Right Society may be performed in public on the premises except on payment to the Performing Right Society of the appropriate fee.

b. No lecture, play, opera, dramatic or musical or other work in which copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all necessary fees paid. No performance of any recording device in which copyright subsists shall be given on the premises unless the previous consent of the Phonographic Performance Ltd., or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The

Hirer must make his/her own inquiries as to the existence of any such copyright as aforesaid. Proof of permission to use the piece of work may be required by the PCC at the time of booking,

c. The hirer shall indemnify and keep indemnified the PCC from and against all costs, claims and demands which may be made against the PCC, or any related party, for any breach or infringement of copyright.

9. The PCC may cancel any permission granted to use the premises:

a. If any damage has been caused to the premises or to any property of the Church thereon by reason of any previous use of the premises by the person or body now wishing to use the premises,

b. If breaches of the requirements of the Buckinghamshire County Council's licensing conditions or of the Justices in connection with public dancing, music or other public entertainments occur,

c. If for any reason the premises are closed, no compensation shall be payable by or on behalf of the PCC to the hirer or any other person by reason of such cancellation.

10. It is the responsibility of the hirer to ensure that any area of the accommodation used in the course of the hire is left in the condition in which it was found, and is maintained in a safe condition during the hire.

11. No person under 16 years is permitted on the premises without adequate adult care and supervision.

12. The right of access to all parts of the premises whether or not included in the permission for use is reserved to the Chair of the PCC, or any officer authorised by them, and the hirer shall not obstruct or interfere with this right.

13. It is the responsibility of the hirer to ensure that any electrical equipment brought on to the premises has been subject to a Portable Appliance Test (PAT) by a competent individual, and if required they can provide a valid test certificate. The PCC or any officer authorised by them, reserves the right to prevent the use of any equipment for which such a certificate is not available.

14. Furniture, including chairs, must not be removed from the premises or taken outside unless prior permission has been granted by the PCC.

15. No advertising may be placed in any area of the premises without the direct permission of the Chair of the PCC.

16. If the terms and conditions of hiring are contravened in any way, the PCC reserves the right to cancel any permission for further use and will inform the hirer in writing. In such event, the hirer will not be entitled to any compensation.

Condition of Usage

1. The authorised hirer is responsible for those attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.

2. No alcoholic drinks may be sold unless you have a temporary event notice under the Licensing Act 2003 from Wycombe District Council, and this must be shown in advance to the Parish office. Red wine is not to be served.

3. The hirer is responsible for the protection of the premises from damage. This includes all external means of access as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover the costs of any repairs or cleaning required.

4. The hirer will adhere to all aspects of the booking agreement at all times through the procedure of applying for and accepting the hiring terms.

5. No person under age 16 years is permitted on the premises without adequate adult care and supervision.

6. The hirer will adhere to all Health and Safety requirements.

By ticking this box, I confirm that I agree to the above conditions of the booking agreement. ☐