

# **NORTH CURRY PARISH CHURCH**

## **Using the Church**

### **Standard terms and conditions of church usage**

#### **Public Entertainment**

The church is licensed for Public Entertainment from **8am to 11.30pm**

The user shall comply with all conditions and regulations made by the Fire Authority, Local Authority, Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing, music or other similar public entertainment or stage plays.

The user shall not permit attendance to exceed the following number: **290**

#### **Booking procedure**

For each event the user shall complete an Agreement and return it with the appropriate donation to the Bookings Secretary. Completion of the Agreement by the authorised person on behalf of the church shall confirm the booking.

#### **Cancellation**

The user may cancel a booking by giving written notice to the Bookings Secretary, the date of the cancellation being the date the written cancellation is received.

If the user gives at least four weeks notice of cancellation the church will consider repaying any donation received. If the user gives less than four weeks notice of cancellation then the church shall be under no obligation to return the donation.

In the event that the church is rendered unfit for the use for which it is booked the church shall not be liable to the user for any resulting loss or damage.

The church reserves the right to cancel a booking in the event of force majeure.

#### **Users' responsibilities**

Non-church organisations should have their own Public Liability and Employer's insurance, as the Church's insurance does not cover them.

During the period of use the user will be responsible for the supervision of the church, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the church whatever their capacity, including proper supervision of the churchyard and car parking so as to avoid obstruction of the highway.

The user shall not use or allow the use of the church for any purpose other than that described in the hiring agreement.

The user shall not sublet or allow the use of the church for any unlawful purpose or in any unlawful way do anything or bring in to the church anything which might endanger the same or render invalid any insurance policies in respect thereof.

The user shall ensure that nothing is done on or in relation to the church in contravention of the law relating to gaming, betting or lotteries.

The user shall ensure that any activities for children under eight years comply with the provisions of The Children Act 2004 and The Protection of Children Act 1999 and that only fit and proper persons have access to children.

The user shall not allow the consumption of alcoholic liquor in the church without written permission from the church and shall be responsible for obtaining any necessary licence and conforming to any conditions of the licence which must be displayed on the premises during the period of hire.

The user shall make him/herself familiar with the position of the Fire Exits and emergency procedures and shall ensure that all Fire Exits shall be kept clear at all times.

## **Health and Hygiene**

No animals other than guide dogs shall be permitted in the church without the written permission of the church. No animals to enter the kitchen at any time.

The user shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

## **Damage to the church**

The user shall obtain the permission of the church before installing any additional heating or electrical equipment and any fixing to the fabric of the church.

The user shall ensure that any appliance brought into and used in the church shall be safe and in good working order and used in a safe manner.

The user will ensure that smoking is not permitted within the church.

The church cannot be held responsible for loss or damage to personal property.

The user must report any damage or accident as soon as possible to the Churchwarden (01823 490234), such damage to be assessed by the church in conjunction with the user and in case of dispute, by an Arbitrator under the provisions of the Arbitration Act 1950.

The user shall indemnify the church for the cost of repair of any damage done to the church and the contents thereof which occurs during the period of use or as a result of the usage.

## **End of the usage**

The user shall be responsible for leaving the church in a clean and tidy condition, properly locked and secured unless directed otherwise by the church. Any contents must be replaced in their usual positions and any articles brought in must be removed from the church. Failure to observe this condition could incur additional costs.

## **Access**

The Vicar and church officers shall have the right of access to the church at all times.

## **Conditions**

The church reserves the right to amend these conditions as the situation demands.

### **Considerate parking**

We realise that not everyone is able to walk to church, and hope you and your audience find a place to park reasonably close. However do always leave space for the Vicar: there are four parishes in the benefice to get round, and not just at service times. Also ask your performers and audience to be aware of other people living nearby; please don't block their drives or park on soft verges, and leave room for emergency vehicles to get through.

Your consideration is appreciated.

13 May 2016



# NORTH CURRY PARISH CHURCH

## Booking form for using the Church

This form is current from 13 May 2016

I.....The Contact on behalf of

.....(Organisation)

wish to apply for use of (please tick)

Church

Suggested Donation

£10 per hour commercial or non-charitable organisations

£6.50 per hour non commercial or charitable organisations

Kitchen

£5 per event, per day

Sound system

free

Heating

£10 per hour

TOTAL

Please make cheques payable to **North Curry PCC** and send to The Treasurer, North Curry PCC, Church of St Peter and St Paul, Church Road, North Curry, Taunton, Somerset TA3 6LJ

Date(s).....

Total access time from.....until.....

Open to the public from.....until.....

Purpose.....

.....  
(applications must state precise nature of purpose and whether music, theatre or supply of alcohol)

This agreement is made on .....(date) between North Curry Church and the User/  
Organisation (named above) whereby in consideration of the donation mentioned below the church  
agrees to permit the user to use the church and/ or equipment for the purpose and for the period  
described above.

Donation.....

The user agrees to be present or appoint a representative in his/ her place at the church during the  
usage and to perform the provisions and stipulations contained or referred to in the church's  
standard terms and conditions of use. It is agreed that the standard conditions of use together with  
any special conditions described below shall form part of the terms of this agreement

**Special conditions**

At the start of the event, a church representative will welcome your organisation and audience

**Signed** (by the authorised person on behalf of the church)

Signature .....

I declare the information given in the Booking form is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement. I have read and understand the North Curry Church Standard terms and conditions of usage dated March 2012.

**Signed** (by user)

Signature.....

Name in block capitals.....

Address.....

Telephone..... Email .....

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<b>Benefice Office Use Only:</b> Copies to:		
Treasurer (01823 490599)	Vicar	User
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Name of church person responsible for:</b>		
Opening premises	.....	Phone .....
Sound and extra chairs if needed	.....	Phone .....
Welcome and safety announcement	.....	Phone .....
Checking good order and locking up	.....	Phone .....

## St Peter and St Paul's North Curry– PCC Event Planning Checklist

- 1) prospective user approaches anyone in the church (Vicar, churchwardens, anyone else);
- 2) initial enquiry is passed to the Bookings Secretary by whomever it is who has been asked;
- 3) Bookings Secretary checks availability of dates on the calendar;
- 4) Bookings Secretary checks acceptability of the event with the Vicar;
- 5) Bookings Secretary sends hirer a Booking Form (preferably by email);
- 6) user returns form and donation to Bookings Secretary;
- 7) Bookings Secretary validates form for completeness and accuracy, and signs the form;
- 8) Bookings Secretary sends authorized form to user and Vicar, and to Treasurer with cheque;
- 9) Bookings Secretary notifies PCC (via PCC Secretary).

EVENT				
DATE				
VENUE				
PURPOSE*				
NAME OF COORDINATOR				
	PERSON RESPONSIBLE	BY WHEN?	DONE	COMMENTS
Booking venue				
Publicity				Posters, Parish magazine, Pink Sheet, Flyers, other churches in benefice, local media etc
Ticket production				How is cost of tickets determined?
Ticket sales				Check with Post Office first
Temporary Event Notice (if required)				
Risk Assessment				
Insurance				
Organising volunteers to help on the day including opening and locking church				
Equipment Hire				
Food				
Drink				
Decor				
Other				