

## **TERMS & CONDITIONS OF HIRE - THE CHURCH**

### Definitions

'Hirer' means the organisation and/or its representative hiring the Church

'PCC' means the Parochial Church Council and/or its officers

'Church' means the buildings and grounds of St Saviour's Church, Eastbourne

**By completing the booking form to hire the Church, the Hirer agrees to the following terms and conditions:**

### Hirer

The Hirer and any deputy must be a responsible adult aged 18 years or over. The Hirer and any deputy accept full responsibility for being in charge of and remaining on the premises throughout the entire period of the hire to ensure all conditions are complied with.

### Security and Health & Safety

The Hirer must appoint a named person, either themselves, a deputy or another person 18 years and over, to be responsible for all aspects of security and Health & Safety throughout the period of the hire. The PCC will not accept any responsibility for the safety and security of Church users and their property if this condition is ignored. The Hirer must make a written note of any accidents and report such accidents to the PCC so that they can be recorded in the official Accident Book. The Hirer will be informed of the various Fire Exits and signs will be posted. Such fire exits must not be blocked by chairs or musical equipment. In the event of fire the Hirer will report to the Fire & Rescue services and account for everyone attending the concert or function. It is against the law to allow smoking anywhere on the premises or in the Church precincts

### Environmental Considerations

Noise shall not be emitted from the premises such as to cause persons in the neighbourhood to be unreasonably disturbed, and all reasonable steps must be taken to ensure that persons, when leaving the premises, do not cause annoyance to others

### Period of Hire and Cost

The period of hire shall be agreed at the time of booking. Generally, hire will not commence before 10.00 hrs on a Saturday and 13.00 hrs on a Sunday. Weekdays by arrangement. The hire period will end no later than 23.00hrs, unless previously agreed in writing. Hiring is charged by the hour or part thereof. The current charge for the Church is £50.00 per hour (minimum 2 hours) or part thereof. The Church Hall and kitchen can also be hired at the additional cost of £15 per hour or part thereof (subject to availability). VAT is not applicable

### Facilities Provided

Hiring 'the Church' provides: Nave, chancel, sanctuary and the main public areas of the Church, together with choir and servers' vestries, lighting, heating, and the Church Room toilets. The organ can be made available on application, subject to organists' abilities, at the discretion of the Church's Director of Music.

Lectern. It is a condition of hire that the brass lectern is not moved from its position for any reason whatsoever. Chapel. The Hirer should note that the Blessed Sacrament Chapel (off the south aisle) is reserved for prayer and quiet contemplation and is NOT included in the hire. Church Hall and kitchen. The Church Hall and kitchen are expressly NOT included in the hire of the Church. If Church Hall and kitchen facilities are required then these must be booked at the same time as the Church. (subject to availability).

### Food & Drink

St Saviour's Church is a consecrated place of worship. The consumption of food and drink of any kind is not allowed in the Church itself. Snacks, tea-breaks and refreshments must be taken outside or in the Church Hall (if booked as part of the hire). ***The PCC is very strict on this point.*** Any contravention may lead to the cancellation of the booking. The Hirer must ensure that all rubbish, food and drink containers etc. are cleared up and taken away.

### Children

The Hirer should ensure that children are supervised and protected at all times. The PCC's child protection measures do not extend to children taking part in, or attending, concerts and events organised by Hirers.

### Insurance

Owners of equipment brought on to the premises for use at the concert or function, should ensure that it is safe, fit for the purpose, appropriately insured and removed on the day of hire (unless otherwise agreed). Hirers running events where tickets are sold, or profits can be made will need their own Public Liability Insurance. The PCC may ask to see evidence of Public Liability cover before confirming the booking.

### Car Parking

Hiring the Church does not bring any *right* to park cars. There are a few un-reserved car parking spaces within the Spencer Road car park which are used by worshippers, church visitors, Church Room users and Hirers on an 'as available' basis. The PCC cannot *guarantee or reserve* car parking spaces for those hiring the Church. The parking bays clearly marked RESERVED and numbered are let on a commercial basis to local businesses. ***These are for the sole use of the licensees and the Hirer must ensure that nobody else parks in these spaces. The ONLY exception to this ruling is evenings after 7pm and Sunday mornings .*** Overnight parking, double parking and parking on the paved area in front of the main Church door is not allowed. The wooden access gates to the Vicarage must also be kept clear. The Hirer must ensure that access for the emergency services via the Spencer Road and South Street gates is available at all times. Any violation of these parking rules will result in the enforcement of the mandatory fine (currently £60) as detailed in the notices clearly displayed outside the Church and Church Room, and the immediate cancellation of the Church and/or Church Room booking for the organisation whose member/s are responsible for the violation. All parking is at owners' own risk

### Alcohol

The Church and Church Room are not licensed for the sale of alcohol. Should the Hirer intend to sell wine or provide wine as part of the ticket price then a Temporary Event Licence (TEN) currently £21.00 must be obtained from Eastbourne Borough Council. The PCC may ask to see evidence of a TEN before the event takes place.

### Setting-up and Clearing Away

***The Hirer should ensure that time is allowed within the hire period for setting-up and clearing away.*** As a condition of hire, the PCC expects the Church to be left as the Hirer found it on arrival. Tables and chairs belonging to the Church must be cleaned, folded and returned to their original positions. Litter, ticket stubs, programmes etc., must be cleared away. Displaced hymn books tidied, and pews checked for litter and lost property. The Officer in charge will report to the PCC any deficiencies which involve him in additional or unreasonable work, the PCC may then, at its discretion, impose an additional charge.

### Deposits & Cancellations

A deposit of £50.00 is required with booking. The PCC will refund the deposit if it is given eight clear weeks' notice of cancellation. If given fewer than eight weeks' notice of cancellation then any refund will be at the PCC's discretion. The PCC reserves the right to cancel/close any hire at once without refund should circumstances dictate such action.

FINALLY: Hirers should ensure that people attending events are made aware of the following: The location of fire-exits. The use of sticky tape and blue-tack to affix items to walls is not permitted.