**ST PETER’S CHURCH**

**Hospital Road, Bury St Edmunds, IP33 3JT**

**01284 754680 office@wearechurch.net**

**TERMS AND CONDITIONS**

**This document must be read in conjunction with the St Peter’s Church Lettings policy.**

**All enquiries must be addressed to the Parish Administrator**.

1. You must complete and sign an Event Application Form / Hiring Agreement (hereafter ‘hiring agreement’) for hire of the premises and return it to the Parish Administrator. The booking will remain provisional and subject to alteration and / or cancellation until receipt of this form, together with your non-returnable deposit of £25, and note of acceptance from the church.
2. The church reserves to right to refuse an application for hire.
3. New hirers must arrange a site visit, preferably at least two months before the event.
4. You must not use the church premises for any purpose other than that described in the hiring agreement, nor do anything or bring onto the premises anything which may endanger them or render invalid any insurance.
5. The church is not normally available for setting up purposes prior to the day of the event. Time may be possible for setting up on the previous day, but this will involve an additional charge. THE AGREED TIME OF HIRE INCLUDES SETTING UP AND TAKE DOWN TIME. IF YOU REQUIRE ADDITIONAL SETTING UP TIME, YOU WILL BE REQUIRED TO BOOK AND PAY FOR THIS ADDITIONAL TIME.
6. A final invoice for the balance of the hiring fees will be sent to you prior to the event. You must pay the balance in advance of the booking date. Any additional costs which result from breach of any of these terms and conditions will be billed separately after the event.
7. Church furnishings may only be moved by prior arrangement and under the supervision of the Church Wardens or other appointed church officer.
8. In the interests of public safety, you must ensure that all your equipment complies with current safety regulations and is operated by suitably qualified personnel, with due care to avoid damage to the fabric and furnishings in the premises. You must arrange First Aid cover, we will require a copy of relevant certificates if not by a recognised provider, e.g. St John Ambulance.
9. Fire officers, churchwardens, or any designated church officer must always have access to the premises.
10. The church will provide a steward who will be responsible for the church lighting and heating, unlocking and locking the premises, and monitoring that these terms and conditions are adhered to. You will be responsible for providing stewards for ushering and to act as marshals at emergency exits, and if tickets and / or programmes are sold at the door.
11. The maximum number of persons permitted on the premises is 200.You must ensure that all emergency routes and access routes within, to and from the premises are unobstructed and are immediately available for instant public exit.
12. No animals, except guide dogs, are to be brought into the church.
13. Facilities to serve refreshments are available and will be discussed at the site meeting. Alcoholic drinks may be served, subject to the conditions of the Temporary Event Notice (TEN) legislation. The hirer is responsible for obtaining the TEN, which is available from West Suffolk Council.
14. You will be responsible for leaving the premises and surrounding area in good order and a clean and tidy condition, with any furnishings temporarily removed from their usual positions properly replaced, otherwise the church will be at liberty to make an extra charge. Order must be restored by the time shown on the booking form, all your property having been removed. Rubbish must be disposed of in the external bins provided.
15. You must indemnify the church for the cost of repair of any damage done during your hire to any part of the premises, its fabric or furnishings. At least four weeks prior to the event you must produce evidence of insurance cover in relation to possible damage and in relation to public liability, including “indemnity to principals” and “damage to rented premises” clauses, and theft, loss or damage to your own property.
16. You must report all accidents involving injury to the public to the Event Manager or other church officer as soon as possible. You must enter details of any such accidents in St Peter’s Accident Book. Any failure of equipment, either belonging to the church or brought in by you, must also be reported as soon as possible.
17. You are responsible for any posters, programmes, press and radio advertising. Advertising material and complete programme must be approved by the Event Manager before being published. We will include information about the event in our magazine, on our website and on our notice board, provided we have it at least six weeks before the event.
18. You must not carry out or permit any fly-posting or any other unauthorised form of advertisement for the event and must indemnify the church against all action, claims and proceedings arising from any breach of this condition.
19. You are responsible for ensuring that there is compliance with the requirements of the Performing Rights Society.
20. You should read our Safeguarding Policy (available on our website under PCC) and indicate acceptance of this in the relevant space on the booking form.

23. Hiring the church does not automatically include use of the car park or the right of access to the Hyndman Centre. The Hyndman Centre is managed separately and additional fees apply to the use of this accommodation and to book these facilities, the Hyndman Centre Bookings Manager must be consulted separately.

24. No smoking is allowed anywhere on the Church premises, inside or out. Smoking is, however, permitted in the Hyndman Centre Car Park.