



LITTLE SAINT MARY'S CAMBRIDGE

Trumpington Street, Cambridge CB2 1QG, Tel: 01223 366202, email: office@lsm.org.uk
Registered Charity No. 1130017

Application Form for Booking of the Church and Parish Centre

Please read the accompanying information and regulations before completing this form

Name of Applicant / Charity / Organisation / Group / Individual, or on behalf of:	
Contact Name/Address:	
Charity Number (if applicable):	
Tel:	email:
Type of event e.g. concert, meeting:	
Date and time (start and finish) of event:	
Date and time (start and finish) of rehearsal (if applicable):	

Church	£265 event and rehearsal (max 6 hours)	
Additional Rehearsal	£58 for up to 3 hours	
Use of organ or piano	£42	
Including non-refundable deposit	£45	
Parish Centre for general use		
Whole room	£85 (minimum 2 hr booking)	
Each additional hour	£42	
Including non-refundable deposit	£25	
Parish Centre for charity/congregation member / student use		
Whole room	£42 (minimum 2 hr booking)	
Each additional hour	£21	
Including non-refundable deposit	£25	
	Total	£

I have read and agree to the Regulations and Charges above. I enclose the non-refundable deposit and payment to:

Bank:	Barclays		
Account Name:	Saint Mary the Less Parochial Church Council		
Account Number:	80608017	Sort Code:	20-17-19

Signed:

Print name:

Date:

Please contact the office if you require an invoice



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Information and Regulations for Hiring the Parish Centre and Church

Booking the Parish Centre

Please note that smoking is not permitted anywhere in the Church, Parish Centre, toilets, Churchyard or garden.

The Booking Form should be completed and returned as soon as possible with the hire fee (cheques made payable to 'Saint Marys the Less PCC'). Please note that the booking is only provisional until the fee has been paid. Bank transfer information is available on request.

If the booking is cancelled, then there is a cancellation fee payable of 50% of the fee if the cancellation is within 28 days of the booking, and 75% of the fee if it is within 14 days.

Please note that the rooms are only available for the time you state on the Booking Form. If extra time is needed, for example for rehearsals, this should be included in the booking. Please also ensure that your booking gives sufficient time for setting up beforehand, and clearing up afterwards.

Non-Refundable Deposit

A non-refundable deposit of £25 is payable before a booking is confirmed. If paying by cheque, it should be made payable to 'Saint Mary the Less PCC.' The balance must be paid within seven days of the event.

The Event

Please note that as hirer, you are responsible for the health and safety of people attending your event. In particular, you need to make sure that everyone knows what to do in the case of fire or other emergency. Full information on emergency procedures is available in the Room Information Folder.

In the event of an emergency, you are responsible for contacting the emergency services. There is no public telephone, and so a mobile telephone should be available for use. In case of fire please also contact Peterhouse Porters Lodge on 01223 338300

Insurance

Our own public liability insurance only covers private hirers for occasional social events. If you do not fall into that category, you should make sure that you have your own public liability insurance to cover the event for which you are hiring the Centre. This should be for an indemnity limit of not less than £5 million.

Opening and Locking up

This is only necessary for certain events or concerts. For the use of the parish centre only (your event ending before 6.30pm) - a numerical keypad code is required, and no keys (contact the office for more details). If using the Centre after this time the Porters at Pembroke and Peterhouse Colleges hold the



keys for Little St Mary's and are made aware of all out of hours events needing keys, and which keys are required. Please contact the office if you need keys from Pembroke College. Please also note that the Porters are aware of the times for collection and return of the church keys from the Lodge.

Please make certain that you firmly shut all doors behind you, this includes the door to the garden, Parish Centre main doors (no key needed), as well as bolting and locking the main church's double wooden doors.

Please contact the office for further information if this applies to your event. Please note that you are not permitted to contact the porters after the event lock-up to request the church to be re-opened for any reason.

Booking the Church

Please note that smoking is not permitted anywhere in the Church, Parish Centre, toilets, Churchyard or garden.

The Booking Form should be completed and returned as soon as possible, but no later than at least one month before the planned concert or event. with the hire fee (cheques made payable to 'Saint Mary the Less PCC'). Please note that the booking is only provisional until the fee has been paid.

If the booking is cancelled, then there is a cancellation fee payable of 50% of the fee if the cancellation is within 28 days of the booking, and 75% of the fee if it is within 14 days.

Please note that the Church and Parish Centre are only available for the time you state on the Booking Form. If extra time is needed, for example for rehearsals, this should be included in the booking. Please also ensure that your booking gives sufficient time for setting up beforehand, and clearing up afterwards.

Non-Refundable Deposit

A non-refundable deposit of £45 is payable before a booking is confirmed. If paying by cheque, it should be made payable to 'Saint Mary the Less PCC.' The balance must be paid within seven days of the event.

Admission

Events and concerts in the Church must be by numbered ticket: maximum number: 220 (including the use of chairs). Tickets may be sold in the entrance porch of the Church, or elsewhere in advance, but this is a matter for the organisers. Maximum number of 40 seated for the Parish Room use during the concert/rehearsal booking.

Publicity

The organiser must make clear any Sponsor's name. Posters and programmes should also include



the words: “*by kind permission of the Vicar and Churchwardens*”. Three posters may be left at the Church for the officials to display there.

Additional Requirements

Lighting, sound, the use of the Organ, or piano, and that of the Sanctuary area (which may only be used in special circumstances) must be agreed beforehand with the Vicar (or an official of the Church).

1. The church Pews are not to be moved.
2. Exit doors must be kept unlocked and a person deputed to open them in an emergency. Lights must be kept on at exit points at all times. The ushers should know the position of the fire extinguishers.
3. During the winter months, the organisers are asked to see that the glass doors to the Church are kept closed whenever possible, for the purpose of heat conservation.
4. The use of the Parish Centre during concerts/rehearsals, must make sure the door is kept closed at all times unless an usher is present throughout.

Parish Room

On entering the church front door the Parish Room is straight ahead. It contains a kitchen (which may be used for the provision of refreshments) and lavatories. The door to the Parish Room is to be kept closed at all times when it is not in use.

Recordings

The recording of events are permitted, provided they do not infringe any particular copyright laws including the live streaming of.

Personal belongings

Including musical instruments, are not covered by Church insurance, and must be removed as soon as possible after the concert or event. The Church cannot take responsibility for property left in any room.

After the Event

Please clear up afterwards and leave the Church/Parish Centre as you found it. Please vacate the Centre promptly at the end of the hire period. Organisers are asked to see that all rubbish is collected up, furniture replaced and lights switched off. If cleaning or repairs are required the costs will be in addition to the charges herein.

Opening and Locking up

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Please also note that the Porters are aware of the times for collection and return of the church keys at the Lodge.

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Please make certain that you firmly shut all doors behind you in the parish centre, this includes the door to the garden, Parish Centre main doors (no key needed), and when using the church itself, you may need to lock the glass main doors, as well as bolting and locking the main church's double wooden doors.

Please contact the church for further information if this applies to your event. Please note that you are not permitted to contact the porters after the event lock-up to request the church to be re-opened for any reason.

(NB rehearsal times must be agreed at the time of booking, avoiding times when the Church is in use for services, Feasts and Festivals. Large scale events on Saturday evenings may be subject to restrictions. Please see our website for details of church services, or contact the office for further information)