**St Bartholomew & All Saints Church**

**1 Church Street, Royal Wootton Bassett, SN4 7BQ**

**01793 853272**

**Application for use of Church Premises**

**Introduction**

As a place of Christian worship, we seek to serve the community, and we expect users of our premises to respect both us and our neighbours.

Any activity on our premises must be in keeping with our ethical and spiritual values.

The Church Croft and the Church Hall are available for hire (for suitable community activities).

The church building is available for meetings, concerts, etc. when it is not in use for services.

To discuss specific requirements and availability, please contact The Parish Office 01793 853272

**Charges**

We will advise the charges for hiring the Croft or the Hall, while St Bartholomew’s makes no charge for use of the church building for suitable events; donations towards the cost of heating, lighting and upkeep of the building are greatly appreciated.

**Venue**

Which venue do you wish to hire? (Please circle) Church Church Croft Church Hall

|  |  |  |
| --- | --- | --- |
| Hirer’s Name  (Hirer must be over 18 years of age) |  | |
| Address | Post Code | |
| Telephone | Day | Evening |
| E mail: |  | |
| Name of Organisation  (if applicable) |  | |
| Description of Event |  | |
| Date Required |  | |
| Time required | From | To |
| Estimate of numbers attending |  | |
| Any other information |  | |

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**Legal**

1. Do you intend to provide alcohol? **YES / NO**

**Note**: Church premises are not licensed for the sale of alcohol. Any tickets or advertising must not

state, for example, “price includes a glass of wine” (this constitutes a sale), but can state

“Refreshments provided free of charge”

2. Does your event involve music? **YES / NO**

**Note**: The church has a licence for a limited number of concerts. If your event is not covered by our

licence we will need a copy of your PPL/PRS licence or a statement explaining why this event

is exempt.

3. Have you carried out a risk assessment? **YES / NO**

(See Terms & Conditions para. 10)

4. Do you have a Safeguarding Policy in place? **YES / NO / NOT APPLICABLE**

(See Terms & Conditions para. 13)

If NO, do you agree to adopt St. Bartholomew’s Safeguarding Policy? **YES / NO**

(available on *www.stbartholomews-wb.com* or from the Parish Office)

5. Please confirm that you have adequate Public Liability insurance cover for the event during the period of hire. (See Terms & Conditions para 23) ……………………………………………….

(for private hirers, this may be included in your household policy)

**Agreement**

I confirm that I have read and understood the Terms & Conditions of Hire, and I accept responsibility for ensuring that everyone attending the above event abides by those Terms & Conditions.

Hirer’s Signature: Date:

Print name:

**NOTE: Your booking is provisional until you have received confirmation.**

**RETURN THIS FORM TO THE PARISH OFFICE**

**Approved on behalf of the PCC**

Risk assessment carried out? **YES / NO**

Safeguarding in place (if applicable)? **YES / NO / NOT APPLICABLE**

Music licence received / exemption verified (if applicable) **YES / NO / NOT APPLICABLE**

Signature: Date:

Print name:

**FOR OFFICE USE**

**Signature**

**Fee received (if applicable)**

**Booking confirmation notified to hirer**

**Booking in diary**

**Keyholder arranged (to unlock / lock up)**

**Special requirements arranged (e.g., moving furniture)**

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**St Bartholomew & All Saints Church**

**1 Church Street, Royal Wootton Bassett, SN4 7BQ**

**01793 853272**

**Terms & Conditions for Use of Church Premises by a Third Party**

**General**

1. ‘The Hirer’ is the person who signed the Hire Agreement.

‘The PCC’ is the Parochial Church Council of the Parish Church of St. Bartholomew & All Saints, Royal

Wootton Bassett.

‘Church premises’ or ‘the premises’ includes the church building, Church Croft and the Church Hall.

2. No agreement to use church premises exists until:

• a fully completed application has been approved by the PCC; and

• any fee payable has been received by the church; and

• an appropriate ‘regulated entertainments’ licence or a statement of exemption has been

submitted to the church (if applicable); and

• you have received confirmation of the booking (this may be by phone or e-mail).

3. The Hirer must be over 18 years of age and be on the premises throughout the period of hire.

4. The Hirer may not assign this agreement to any other person.

5. The Hirer is not permitted to use the premises other than for the event detailed on the booking form.

Any changes must be notified to the PCC who reserve the right to refuse consent to such change.

6. The Hirer, during the period of hire, will be responsible for the care of the premises and the good

conduct of attendees, including the provision of adequate stewarding.

7. The Hirer must have due regard to the premises as a place of Christian worship and ensure that its

dignity and atmosphere are maintained. The Hirer must not permit any activity that is contrary to the

church’s ethical and spiritual values, or that may damage the reputation of the church within the town.

8. No animals are permitted on the premises with the exception of working animals accompanying their disabled owner (e.g., guide dogs).

9. Should it prove necessary to summon the emergency services, quote post code:

**SN4 7BQ (Church and Church Croft), SN4 7BW (Church Hall)**

**Safety**

10. The Hirer is required to undertake a Risk Assessment reflecting the specific nature of their event to

ensure compliance with all relevant Health & Safety legislation. In particular the Hirer has a legal

responsibility for conducting their activities in a way safe from fire. Under the **Regulatory Reform (Fire Safety) Order 2005** the Hirer is required to appoint a **Temporary Responsible Person** and prepare an **Emergency Plan** for each event.

The **Emergency Plan** should include, but is not limited to, the following information:

• the duties & identity of individuals who have specific responsibilities if there is a fire;

• who is supervising and how to identify them;

• location of exits and escape routes;

• the location of assembly points;

• the emergency warning signal;

• the arrangements for fighting fire;

• the arrangements for the safe evacuation of persons identified as being especially at risk, including

those with disabilities, children and members of the public;

• who will be responsible for calling the fire and rescue service;

• who will meet the fire and rescue service on their arrival;

• plans to deal with people once they have left the premises, especially children;

• arrangements for ensuring escape routes and exits do not become blocked;

• arrangements for limiting or controlling the number of persons in the premises, where necessary.

11. The Hirer is responsible for the provision of adequate First Aid arrangements during the period of hire.

Any accident occurring during the period of hire must be reported to the PCC at the earliest opportunity and an accident report form completed.

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12. The use of candles, naked flames, fireworks or any form of pyrotechnics is not permitted. (Small

birthday cake candles may be used).

13. If the event involves children or vulnerable adults (who are or may be at risk of neglect or abuse) the Hirer must provide written confirmation to the PCC that a Safeguarding Policy is in place and the Hirer’s risk assessment must provide for adequate stewarding and care of vulnerable people.

**Property**

14. The Hirer is responsible for the security of the premises during the period of use.

15. The PCC will not be liable for any loss or damage to property or goods used or exhibited on the

premises or left by the Hirer or persons attending the event.

16. The Hirer is responsible to the PCC for any damage caused by or arising from the Hirer’s event,

whether to the fabric of the building, internal finishes or fittings or to any property or furniture or other

items owned by the church. In the event of such loss or damage, the PCC may require the Hirer to

reimburse the PCC for the cost of repair or replacement.

17. No alterations to the existing lighting arrangements or the installation of additional electrical socket

outlets are permitted. Extra lighting, public address systems, audio-visual or similar equipment may

only be used with prior agreement and any approved additional electrical equipment intended for

connection to a church electrical circuit shall be subject to a current Portable Appliance Test (PAT)

certificate.

18. Extra fittings, staging, scaffolding, curtaining, props or decorations may only be erected or brought into the premises by prior arrangement. No prop, decoration, sign or other article may be fixed, glued,

taped or in any other way attached to any part of the premises or any furniture except with the prior

permission of the PCC.

19. All equipment, fittings etc erected or brought in by the Hirer shall be removed immediately upon

completion of the event (unless by prior arrangement). If the Hirer fails to clear such items the PCC

reserves the right to do so at the expense of the Hirer.

**Legal**

20. The church is not licensed for the sale of alcohol. Any tickets or advertising must not state, for

example, “price includes a glass of wine” (this constitutes a sale), but can state “refreshments provided free of charge”.

21. If the proposed event involves the preparation and/or serving of foodstuffs, the Hirer is required to

comply with all relevant food hygiene legislation including The Food Safety Act 1990 and The Food

Hygiene (England) Regulations 2006.

22. The church has a licence for a limited number of concerts. If the event is not covered by the church

licence the Hirer is responsible for purchasing the appropriate PPL/PRS licence and supplying a copy to the PCC before the event takes place. If the event is exempt from licence regulations, then a written statement to that effect must be submitted to the PCC before the event takes place.

23. The Hirer is required to have adequate Public Liability insurance cover for the event during the period of hire. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.

24. The Hirer must not permit any illegal activity on the premises during the period of hire.

**Termination**

25. Should it come to the attention of the Vicar, the Churchwardens or any other officer of the church, that an event is contrary to any of these Terms & Conditions, or that the Terms & Conditions are being breached, then the agreement will be terminated. If the period of hire has already begun, then the event will be terminated immediately. In these circumstances the PCC will not refund any hire charges paid, and will accept no liability for any loss incurred by the Hirer.

**Data Protection**: The Vicar and the Parochial Church Council (PCC) here at St. Bartholomew and All Saints Church will use the information on this form to ensure that all requirements relating to the booking are complied with and arrangements for the event itself. They will only share the information with those who need to see it for those purposes. Your data may be stored on behalf of the Vicar, or the PCC, either on systems owned by the Archbishops Council of the Church of England or other software.

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