



St. Michael's Church Galleywood

God calls us to: - **Show** the love of Jesus
 - **Grow** together as His family
 - **Share** His word with everyone

St Michael's Church - Scale of charges for 2016 as follows:

Space Subject to availability	Weekdays (Monday to Thursday)	Weekends (Friday to Sunday) <i>Limited availability</i>
Main Church	£30 per hour Min 3 hours (£90)	£50 per hour Min 3 hours (£150)
Vestry	£20 per hour Minimum 3 Hours (£60)	£30 per hour Minimum 3 Hours (£90)
Martin Room	£20 per hour Minimum 3 Hours (£60)	£30 per hour Minimum 3 Hours (£90)
Upper Room, North	£20 per hour Minimum 3 Hours (£60)	£30 per hour Minimum 3 Hours (£90)
Lower North Room	£20 per hour Minimum 3 Hours (£60)	£30 per hour Minimum 3 Hours (£90)
Kitchen (with other booking)	£6 per hour Minimum 3 hours (£18)	£10 per hour Minimum 3 hours (£30)
Other Charges		
Projector	£15 per session	£20 per session
Screen	£5 per session	£10 per session
Flipchart	Free of Charge	Free of Charge
P/A	£30 per session	£50 per session

Reductions:

St Michael's Church groups	100%
Church members' hire	75%
Charitable organisations	50%
Commercial Organisations	FULL Rate applies

The Church Council (PCC) reserves the right to refuse a booking under certain circumstances, i.e. if inconsistent with a place of Worship.

All bookings are subject to availability and will defer to a prior booking. In extreme circumstances, the PCC reserves the right to cancel a booking where the church building is required for a Church Activity e.g. Wedding or Funeral. A full refund will be offered and as much notice as is practicable will be given, but the PCC accepts no liability for any losses resulting from the cancellation.

All bookings should incorporate adequate time for setting up before and clearing up after the event. A cleaning charge may be applied if additional cleaning is required.

Terms and conditions of Use :

A hiring agreement will be required the PCC and a named Hirer.

Full payment is due on booking any spaces in the church

If a booking is cancelled, a refund may be due:

4 weeks or more before the hire date	50% refunded
Less than 4 weeks	No refund

Example of Hiring Agreement

HIRE AGREEMENT WITH TERMS & CONDITIONS OF HIRE

This agreement is made on the _____ 2016, between the Parish Church Council of St Michael & All Angels ("PCC") and _____ the Hirer named below.

The PCC agrees to permit the Hirer to use that part of St. Michael's Church for the purpose(s), period(s) and at the fee described below.

Name of individual hirer or organisation:

Address of hirer:

Contact detail (Phone or e mail)

Purpose of hiring:

Date of hiring:

Duration:

Accommodation to be hired:

Hiring fee:

Invoice No:

The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in the Terms and Conditions of Hire (attached).

Signed on behalf of the PCC

**Signed on behalf of the
Hirer**

Brian R Pepper
(Administrator)

**Name:
Please sign (and return 1
copy)**

Please note that the premises must be left clear of all the items you have brought with you (including rubbish) and any tables and chairs must be put away as they were found.

Any questions, please correspond with the Parish Administrator via e mail:
brp@blueyonder.co.uk

Conditions of Use

1. These terms and conditions apply to any hall or room hired at St Michael's Church.
2. The hirer shall be responsible for making arrangements to insure against any third party claims which may lie against his/her organisation whilst using the Church. The Church is insured against any claims arising out of its own negligence.
3. Any organisation working with children, young people and/or vulnerable adults must have a Safeguarding or Child Protection policy in line with the contents of 'Working Together to Safeguard Children' (Department for Education, 2013). All leaders of such groups must have a current and acceptable DBS Check, a copy of which must be made available for perusal at the point of booking, and must be present on site for the duration of the hire.
4. All hirers are requested to attach to the signed Hire Agreement upon return, a copy of their health and safety policy and in it indicate a designated person who is in charge to enforce it.
5. Fire instructions are displayed in each room. Hirers should familiarise themselves with these and in the event of a fire they should be followed. All fire exits in the Church must be kept free from obstruction in case of emergency.
6. The Fire Brigade shall be called to any outbreak of fire however slight, and details of the occurrence given to the Church Administrator.
7. In the event of illness or injury on the premises, hirers must sign the accident book which is located in the marked kitchen cupboard (marked with First Aid sign) as soon as possible after the event, and no later than the next working day.
8. The period of booking should include extra time for setting up and clearing away.
9. The Church Council does not accept responsibility for any loss or theft of any monies, goods, clothing or other articles brought into the premises.
10. The sale or consumption of alcohol on the premises or within the grounds is prohibited without the express permission in writing of the Church Council.
11. No smoking is allowed anywhere on the Church premises.
12. As a Christian Church, the hire of the premises shall not include its use for fortune telling, tarot cards, palmistry, spiritualism, yoga, martial arts, Halloween parties or other such activities. These would include alternative

therapies such as, but not limited to, Reiki, Indian head massage and reflexology. If you are going to offer any therapies at your event, please contact the office in plenty of time prior to your booking date to confirm that they are acceptable.

13. Betting, gaming and lotteries - no such activities are permitted within the Church or in the surrounding grounds.
14. The hirer shall furnish for approval, copy of the programme of any entertainment or activity to be staged by the hirer.
15. The hirer shall not infringe any subsisting copyright or performing right.
16. No property owned by the hirer (especially electrical items) is to be left on the premises without the permission of the office staff and any property left on the premise is left entirely at the risk of the hirer. The Church Council excludes all liability for any loss or damage howsoever caused.
17. All electrical equipment brought onto the premise by the hirer should be in good working order, safe, PAT tested and compatible with the premises electricity supply. In the case of any doubt the hirer should consult a qualified electrician.
18. The Church Council reserves the right to cancel a booking when the premises are required for a Church activity. As much notice as is practicable will be given and it accepts no liability for any loss resulting from that cancelled use.
19. Car Park. Ample car parking is available in the lane at the edge of the Church and its graveyard. Please do not allow cars to park within the church gates unless they are authorised in advance, e.g. vehicles for disabled guests or organisers. Please respect our near neighbours and do not park beyond the sign. Allowance should also be made for emergency access via the lane. Cars are parked at the owners' risk.
20. Advertising Displays
 - a) No advertising posters or banners shall be displayed on any part of the premises including the church approach and notice boards unless previously agreed with the Church Administrator. No advertising shall be attached to the Church notice boards, any trees within the grounds or to any part of the Church building.
 - b) Any advertising posters or material published shall not imply the event is being organized by St Michael's but must clearly state the name of the organizer staging the event.

21. No pictures or signs are to be pinned or stuck to the walls surfaces or cupboards. Nails, hooks, adhesive tape or drawing pins must not be used anywhere on the premises.
22. No loud music will be allowed on the premises or within the grounds.
23. The kitchen may only be used for serving light refreshments and must not be used for preparing meals and food for sale without the prior consent of the Church Administrator
24. The use of the toilets is included in all bookings and they must be left in a clean and tidy condition. The Hirer is to ensure that children are supervised in using the toilets and wash basins.
25. Keys. A set of keys to access the vestry door can be obtained from the Church Administrator, by arrangement, except if the hirer already has a set of keys. Any other arrangements should be made directly with the Church Administrator.
26. Please report any problems or concerns in the first instance to the church office. Out of hours emergency contact may be made to our caretaker on the number provided when the keys are collected.
27. Hirers must ensure that if pictures of children (and other participants) at their events are taken, proper parental consent has been obtained and duly filed in case of any follow ups. This also relates to consent for video filming of participants.
28. The Hirer will make good any damage to the building fixtures or furniture and losses to the premises during the period of the hire.
29. Hirers are expected, on completion of each session to;
 - i. leave the premises in a clean and tidy condition (brooms and mops are available - but other cleaning products should be brought along to clear up);
 - ii. Replace any furniture and fittings to their original position;
 - iii. Empty refrigerators of anything brought, clean cookers, worktops and tables as used;
 - iv. Turn off all lights, gas appliances, urn, etc. as used,
 - v. Ensure that all water taps are turned off and plugs removed from sinks /hand basins;
 - vi. Remove all rubbish
 - vii. Ensure that all windows are closed and doors properly locked on departure.
 - viii. Vacate the premises promptly at the end of the allocated hire time