

**Return form to:**

Parish Office, St Lawrence Parish Centre,  
Church Street, Alton, GU34 2BW  
Tel: 01420 83234; Mobile: 07865 292401  
Office open Monday to Friday 9.30am-11.30am



## All Saints Church Booking Form

Booking Rates	Full Rate	Charity Rate
<b>Weekend Evening Hire (6pm-10pm)</b>	<b>£22 per hour</b>	<b>£16.50 per hour</b>
<b>Weekday Day and Evening Hire</b>	<b>£14.50 per hour</b>	<b>£11.00 per hour</b>
<b>Use of Organ</b>	<b>£29 per event</b>	<b>£23 per event</b>

Name of Organisation											
Title of Event/Programme											
Date Required				Start Time				Finish Time			
Approximate Number attending											
Name and Address of person responsible for the booking				Name:							
				Address:							
				Email:							
				Tel No:							
Signature accepting responsibility for compliance with Conditions of Use, including fire regulations											
Date of signature											
Booking confirmed (Office Use only)											
Event Type (Office Use only)						POTR Contact					

HIRE REQUIREMENTS	No. of Hrs required	Cost (per hour)	TOTAL
<b>All Saints Church</b>			
<b>Use of Organ</b>			
<b>Use of Kitchen</b>			
		<b>TOTAL to pay</b>	
		10% deposit on booking	

**Please make payment** via Bank Transfer to CAF Account No: 00029108, Sort Code: 40-52-40 quoting 'AS Church hire';

Or via cheque made payable to **Parish of the Resurrection Alton**



## **DIRECTIONS FOR THE USE OF THE PARISH OF THE RESURRECTION ALTON ALL SAINTS CHURCH**

**APPLICATION FORM:** A signed Application Form is required for each event.

**PAYMENT:** A payment of 10% is required upon receipt of invoice to confirm the booking. Outstanding fees and deposit must be paid at or by the time of keys collection. Please make payment via Bank Transfer to CAF Account No: 00029108, Sort Code: 40-52-40 quoting 'AS Church Hire', or via cheque made payable to **Parish of the Resurrection Alton**. Cheques should be delivered to the Parish Administrator at the Parish Centre during office hours. Receipts will only be issued on request.

**LOSS OF KEYS:** Losing the keys would result in expenditure in the order of £400 to replace locks which would be paid for by the hirer.

**KEYS COLLECTION:** Please contact the Parish Office who will arrange for the Church to be unlocked and locked before and after the event.

**CANCELLATION OF BOOKING:** Notice of cancellation by a hirer should be given at the earliest opportunity. A fee of £50 is payable if the notice given does not allow another booking to be taken. Should the church be unavailable due to circumstances beyond our control all payment received will be refunded but no further liability can be accepted.

**PUBLICITY:** Upon receipt of the initial payment, the Parish Administrator will be pleased to provide hirers on request with the following publicity, whenever possible: (Charges may apply)

- date, time and title of event in the Parish Matters, the Magazine, Sunrise and the Parish Website;
- display your poster on church noticeboards when space permits (maximum A4 size).

**NUMBERS:** A maximum of about 120 people can be seated in All Saints Church. Additional chairs must not obstruct aisles or entrances/exits.

**ALL SAINTS CHURCH IS A GRADE I LISTED BUILDING.** No holes may be drilled and no fixtures or key pieces of furniture can be moved without the explicit authorisation of the Vicar. Seating arrangement within the main body of the Church is flexible but must be returned to the position in which it was found at the end of the event.

**ORCHESTRAS:** brass players must not shake spittle from their instruments onto the floor

**MAIN ORGAN AND KEYBOARD:** These instruments may only be used with the permission of our Organist, Ken Jackson, who may be contacted by email ([kenjackson@fastmail.fm](mailto:kenjackson@fastmail.fm)), or via the Parish Office.

**FIRE PRECAUTIONS:** Hirers are required to observe fire precautions, and must make themselves familiar with the locations of appliances, and of fire exits, which must not be obstructed.

**EMERGENCY EVACUATION:** Hirers are required to provide and train stewards to control any emergency evacuation of the Church which may become necessary.

**RISK ASSESSMENT AND PUBLIC LIABILITY INSURANCE** All Hirers must provide the Parish Office with a copy of their Risk Assessment and Public Liability Insurance for all events.

**FIRST AID:** A First Aid Box, Accident Report Forms and Health and Safety Policy are in the Vestry.

**RUBBISH:** Please note that all rubbish must be removed from the site. Please do not use the Church Dustbins for this purpose.

**SALE OF ALCOHOL** The sale of alcohol (which includes the provision of alcohol in return for 'donations', or the inclusion of alcohol in the ticket price) is only allowed if the User has obtained a Temporary Event Notice Licence (TEN), with the permission of the Parish Office. There is a limit on the number of TEN's which can be granted to any premises in a year, and so if alcohol is to be sold by the User during the booking the User must apply to the Parish Office when booking for permission to apply for a TEN. If permission is granted, then the User is responsible for applying to East Hants District Council for a TEN for the sale of alcohol and for the cost thereof. **A copy of the front sheet of the TEN is required for Parish records in advance of the event.**

**PERFORMING RIGHTS LICENSING (PPLPRS LICENCE)** The Parish of the Resurrection Alton is not authorised to permit the use of copyright material in functions for which the premises are made available. The organisers of events on the premises must arrange directly with PPL and PRS for Music for all licences required for the use of copyright material, and undertake to indemnify the Parish of the Resurrection Alton in respect of any claim made under copyright law. **A copy of the licence, if needed, must be provided to the Parish Office prior to the event.**

**NOTE:** If any charges are incurred by the Parish of the Resurrection, Alton for copyright fees, these will be invoiced to the hirer subsequent to the event.

**SAFEGUARDING** All events must comply with the Parish of the Resurrection Alton Safeguarding Policy, a copy of which can be found on the parish website ([www.potr-alton.co.uk](http://www.potr-alton.co.uk)).

**SMOKING:** Smoking is not permitted anywhere on the premises.

**NOISE** The Hirer will ensure all care is taken at all times to avoid unreasonable noise that could cause a nuisance to residents living in the vicinity of the church.

#### **RESPONSIBILITIES OF HIRERS:**

Hirers are reminded of their responsibilities under Health & Safety legislation. They should familiarise themselves with the Health & Safety Policy Document. The Hirers should inform those attending the event of the emergency procedures at the start of that event.

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 hirers to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers are required to provide details using an Accident Report Form of any incident occurring during their occupation of the premises which did or could give rise to injury or illness as soon as possible after the incident but in any case before the premises are vacated by the hirers.

The Vicar and Churchwardens do not accept responsibility for any loss or damage to the goods of the hirer, or of third parties, on the premises, whether or not caused or contributed to by any negligence on their part or on the part of their agents.

The Vicar and Churchwardens are not responsible for any of the Hirers cancellation costs in the case of the Church being unavailable due to unforeseen circumstances, such as a fire or power failure. Hirers should take out cancellation insurance at their own expense.

The Vicar and Churchwardens retain discretion to refuse any application for the hire of the Church for purposes which they consider inappropriate to a place of worship.

The Vicar and Churchwardens reserve the right to review hire rates on an annual basis.

For, and on behalf of, the Vicar and Parochial Church Council of the Parish of the Resurrection, Alton