

## ST ASAPH PARISH CHURCH Terms and Conditions of Hire

Thank you for choosing the parish church for your event/activity. Hire of the premises is subject to the following terms and conditions. Please read them carefully before signing and returning the **Booking Request Form**.

**Acceptance of a booking** The Church Committee reserves the right to determine any letting or refuse a hire application. The Church premises will not be let to individuals or organisations if there is reason to believe that the name of the Church or of the Church in Wales will be brought into disrepute. The hirer must be at least 18 years old. The letting agreement is not transferable and the hirer shall not sub-let the premises.

**Capacity** The maximum capacity of the church is 140 people. The hirer must provide their own stewards in the ratio of at least one steward per 30 persons.

**Booking Times** (see page 3) should include adequate time for setting up/clearing away for your activity. The church must be vacated by 2200 hrs or extra charges may be incurred.

**Opening and closing the church for the hirer.** The churchwarden or representative will show the hirer round the premises in advance of the hire. A member of the church will be present at your arrival to help set up and will also attend at your departure. For that reason it is important to state when you will be arriving. The church member will give you a phone number to contact during the session in the event of any problems arising.

**Furniture.** Hirers may move chairs but must do so two chairs at a time to avoid leaving scrape marks on the floor from dragging a stack of chairs. Chairs should be returned to their former position at the end of the hire period. Chairs should not be stacked more than 6 high.

Tables should be put in place by church members. The piano should only be moved by church members.

The altars and sanctuary chairs are not available for use. On specific occasions (eg a concert) and with permission from Fr Rex the sanctuary area can be used, but the altar and sanctuary chairs should only be moved by church members.

The side chapel can be used as a breakout room, but specific permission should be sought for this.

**Insurance** Public Liability Insurance is held by St Asaph Parish Church (Church Committee) for the use of the building. This insurance **does not** extend to indemnify any outside groups hiring the premises.

The hirer is responsible for making adequate arrangements to insure against any Third Party claims which may be made against the hirer or his/her organisation whilst using the premises. The Church will not accept liability for accident or injury arising out of activities for which the church has been hired. It is the responsibility of the hirer to ensure that the premises are appropriate for the purposes for which they intend to use them. The hirer will be responsible for supervision of activities during the period of hire.

The hirer must indemnify the Church Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring. Individuals hiring the premises for a private function should check with their household insurers to ensure that public liability cover would extend to the organising of such an event. The hirer may be required to provide a copy of his/her insurance policy prior to the period of hire.

**Children and Vulnerable Adults** - it is the hirer's responsibility to ensure the protection of children and vulnerable adults attending any event organised by them, and to ensure they are kept safe from harm at all times during the hire period. The hirer must ensure that any activities for children comply with **The Church in Wales Safeguarding Policy** 2019: [www.churchinwales.org.uk/en/safeguarding](http://www.churchinwales.org.uk/en/safeguarding)

Hirers wishing to run activities for unaccompanied minors must produce proof of a current DBS (formerly CRB) certificate at the time of hiring and ensure that adequate supervision is in place for the activity taking place.

**Accidents** –All accidents however minor must be recorded in the Accident Book in church. The form should be completed immediately, and in the event of a significant accident the churchwarden should be notified immediately (Duncan Cameron 07808 878842 or 01745 583770). Near misses should also be notified. All accidents should also be reported to the church member who closes the church after the hire period.

**Electrical Appliance Safety** – All electrical appliances brought onto the premises must be **PAT** tested (Portable Appliance Tested).

**Sound System** The sound system controls must not be adjusted without prior permission. Any adjustment will be made under direction of the churchwarden.

**Emergencies** - Safety of the users of the parish church is paramount to us. The hirer will be shown emergency procedures on being taken around the building. Please ensure that you keep exits clear and that you know the location of fire extinguishers and have read the evacuation procedures. It is the hirer's responsibility to keep a record of those present and for large bookings stewards must be made fully aware of evacuation procedures and the needs of those requiring assistance. Personal belongings are the responsibility of individuals. We cannot accept responsibility for such items brought into the building. The person making a booking is responsible for passing on this information to the organiser/leader of the meeting/event.

**Food Hygiene** – The hirer must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

**Kitchen** – We can provide flasks of hot water. We can provide tea, coffee and refreshments at a small charge. When catering of any kind is undertaken it must be supervised by someone with appropriate qualification/training (as a minimum Level 2 Food Safety & Hygiene). For safety reasons it is advisable that the numbers in the kitchen space be restricted to two persons at a time and **children should not be allowed into the space at any time**. Please respect the area and leave it and the equipment in a clean condition, as you would expect to find it.

**Alcohol** – The premises are not licensed. No alcohol is permitted apart from with meals with prior arrangement. The hirer is not permitted to organise their own occasional licence for alcohol.

**Rubbish** –Hirers are required to take away all rubbish generated including baby nappies. The toilets use a macerator so cleaning wipes, sanitary products etc should **NOT** be flushed down the toilet. The hirer may be held responsible for any costs incurred for unblocking the macerator.

**Cleaning and damage** – the building is cleaned once a week by volunteers from the church. Hirers must ensure that the premises are left clean and tidy. A dustpan and brush will be available for use. Any damage should be reported to the booking secretary immediately.

**Payment** for one-off bookings should be paid for at the time of booking or as agreed with the booking secretary. Regular bookings will be invoiced as agreed with the booking secretary.

**Church Business** It may very occasionally be necessary to cancel/postpone/reschedule bookings. Hirers will be given adequate notice if this occurs.

**Breach of Conditions** The church may terminate the agreement immediately at any time if there is a breach of these conditions by the hirer.

**Contacts for enquiries or bookings** John Musgrave (booking secretary) on 07772 912431

*(If unavailable, Duncan Cameron 07808 878842 or Church voicemail 01745 535957)*

## Charges for Hire

The church is hired by the session, and the vestry (which is a small meeting room for a maximum of 10) is available for up to two hours. Please note that there are two scales of charges depending on whether you are a local group, voluntary organisation or charity, or whether you are a commercial organisation.

### Local voluntary organisations, groups and charities

Morning*	9-1	£30
Afternoon*	2-5	£30
Evening*	6-10	£30
Use of Microphone		£2
TV usage		£5
Mugs and hot water use		£5
Use of kitchen		£25 (user must hold Level 2 Food Safety & Hygiene certificate)

\*Please note that hire periods outside these times will have *pro rata* adjustment in charges.

Catering can be provided on request. If outside catering is used for an event, the caterers may use the kitchen for the above charge provided they hold the necessary Level 2 Food Safety and Hygiene certificate.

The vestry is available for small groups at £10 for up to two hours.

### Commercial rates

Morning*	9-1	£85
Afternoon*	2-5	£85
Evening*	6-10	£85
Audio-visual equipment		£25
Use of kitchen		£25 (user must hold Level 2 Food Safety & Hygiene certificate)

\*Please note that hire periods outside these times will have *pro rata* adjustment in charges.

### Payment

Payment is by bank transfer (details will be made available at booking) or by cheque made out to St Asaph Parish Church given to whoever is receiving the booking. Payment arrangements for regular booking can be made with the initial agreement. Full payment should be made by bank transfer or cheque at the time of the event.

Date: July 2023