

## St Mary's Church – Booking Form for Occasional Events

Please complete and sign this form and return to the Venue Manager at:

**St Mary's Church, 61 St James's Street, Brighton, BN2 1PR**

Alternatively, you may email a scanned and signed copy to [info@stmaryschurchbrighton.org.uk](mailto:info@stmaryschurchbrighton.org.uk)

Event Promoter/Organiser \_\_\_\_\_

Address \_\_\_\_\_

Contact name & telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

### EVENT DETAILS *(include load-in and packing up time)*

Name/type \_\_\_\_\_

Day & date \_\_\_\_\_

Hours from: \_\_\_\_\_ to \_\_\_\_\_

### REHEARSAL *(if on different day/s to the main event)*

Day & date \_\_\_\_\_ Hours from: \_\_\_\_\_ to \_\_\_\_\_

### EXPECTED AUDIENCE NUMBERS

50     100     250     350 (requires use of stackable chairs)

### FACILITIES REQUIRED

church organ     grand piano     PA System (announcement quality only)

changing room     church-run bar     tea/coffee facilities

seating for choir or orchestra. If yes, please state number of chairs needed.

*Please note that St Mary's Church cannot be held responsible for the loss of any belongings or equipment brought into the church during the hire period.*

On receipt of this booking form, we will issue you with an advance invoice, which will be payable a fortnight in advance of the event. We will be willing to consider a full or partial refund in the event of a cancellation due to unavoidable circumstances.

I have read the conditions relating to booking St Mary's Church and agree to abide by them.

Name (print) \_\_\_\_\_ Signed \_\_\_\_\_

On behalf of \_\_\_\_\_

## **SAFEGUARDING AND CHILD PROTECTION**

***Please also sign this section if your activity involves people aged under 18.***

I have read and agree to abide by the Parish Safeguarding Policy Statement. I acknowledge that children must be supervised at all times while in the Church and must be accompanied by a responsible adult to the Church Hall when accessing the toilets.

Name (print) \_\_\_\_\_ Signed \_\_\_\_\_

Organisation \_\_\_\_\_ Date \_\_\_\_\_

## **KEY HOLDING**

Where necessary we will issue a set of Church keys to the hirer, who, in signing this form, acknowledges that he or she will incur a fee of £25 for lost or damaged keys. The hirer accepts that he or she will be liable for the cost of installing replacement locks if, because of a hirer's negligence, the Church officers believe the security of the Church has been compromised.

We may permit a hirer to share the keys with a second person or agree to issue a second set of keys to a nominated person. In this event, the person who signs the contract for the hire of the Church remains liable for all keys issued and any misuse or negligence of the additional key-holder.

If this arrangement has been agreed with the Church, please list the additional key-holder's full contact details below:

Name \_\_\_\_\_

Organisation (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## St Mary's Church – Conditions of Hire

The Church is used by many different groups and we need people's cooperation to keep it safe and clean for everyone. We reserve the right to levy a charge for cleaning not exceeding £50 (fifty pounds) if hirers should leave any part of the premises in a dirty or untidy state.

In return, if you find problems with cleanliness at the beginning of your hire, or have any other cause for concern, please inform Philip on **07434 121659** or Katherine on **07796 440670**.

The terms of payment for your hire will be specified in the invoice we issue you. This may include a cleaning deposit that will be refunded provided the premises are left in a satisfactory state.

### CHILDREN AND SAFEGUARDING

If your group includes anyone aged under 18, you must sign and adhere to our Parish Safeguarding Policy. If you have any questions or wish to follow your own safeguarding policy, please speak first with **Katherine Prior** on **07796 440670**.

Children must be supervised at all times and their behaviour monitored to avoid them causing themselves injury in the Church. Children must be accompanied by a responsible adult to use the toilets in the Church Hall. They must not be left unattended in the Church Hall or left to make their own way back to the Church.

### RISK ASSESSMENT AND PUBLIC LIABILITY

You will be given a safety and security briefing before your event and you must follow that advice. The Church has a maximum capacity of 400 for a public entertainment, including performers and crew.

You must conduct your own risk assessment and ensure that you have adequate public liability insurance for the activities that you and any associates plan to conduct on the premises.

### ELECTRICAL EQUIPMENT

You agree that any electrical equipment you introduce into the premises has been PAT-tested by a qualified electrician within the last 12 months.

### ALCOHOL

If you wish to sell alcohol at your event (or offer it in return for a suggested donation or as part of a ticket price) you must procure a **Temporary Event Notice (TEN)** from Brighton and Hove City Council and inform us of the same. We reserve the right to charge you an increased hire fee for an event using a TEN or to oppose an application.

You must remove all alcohol containers and traces of alcohol at the end of your hire. If necessary, wash the bins to remove alcohol dregs. **Commercial hires must take alcohol containers away with them; they may not use the community recycling bins for disposal of bottles and cans or any form of trade waste.**

### USE OF THE CHURCH

You may rearrange the tables and chairs at the back of the church as long as you put them back as you found them. You may NOT block access to the fire exits or stair lift, even temporarily.

You may not leave the Church in a dirty state. If necessary, sweep and wash the parquet floor at the end of your hire. Brooms & mops are stored in the large corner cupboard in the kitchen area.

### USE OF THE KITCHEN / TOWER ROOM

You may use the kitchen by prior agreement with us. If making more than an occasional cup of tea, please bring your own supplies. Washing-up liquid, bin bags, etc. are stored under the sink. Please remove any leftovers at the end of your session, wash and dry dishes, and take your rubbish away with you. Please ensure that the boiler is turned off at the end of your session. Sweep and wash the floor if necessary.

## WHEN YOU LEAVE

- If using, turn off the heating and hot-water supply.
- Check that no one is left in any part of the Church.
- Bar and bolt front door/s securely (top and bottom bolts to each door; bar across the middle)
- Turn out all the lights. Exit by the side door to St Mary's Place at the top of the steps behind the Lady Chapel. Check that door is locked.

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## St Mary's Church – Parish Safeguarding Policy Statement

Hire of St Mary's Church is conditional upon the hirer following the Parish Safeguarding Policy. Any concerns or allegations about or by children that arise during a hire should be communicated promptly to **Katherine Prior** on **07796 440670**.

### Parish of Brighton, Kemp Town: St Mary

The following policy was agreed at a meeting of the PCC on 5th November 2018.

As members of this PCC we are committed to the safeguarding, care and nurture of all our members.

- We recognise that safeguarding is everyone's responsibility.
- We are committed to implementing all safeguarding policies and practice guidance issued by the House of Bishops.
- We will carefully select and train all those who work or volunteer in positions of trust. We will use the Disclosure and Barring Service, amongst other tools, to check the background of each person.
- We will respond, without delay, to every concern made that a person for whom we are responsible may have been harmed.
- We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.
- We will seek to ensure that anyone for whom we have pastoral responsibility who has suffered abuse is offered support that meets their needs.
- We will respond appropriately to those who have committed sexual offences who wish to join our fellowship, following House of Bishop's guidance and the advice of the Safeguarding Team.
- We will review this policy annually and as part of this process will ensure that all our procedures, particularly in relation to the Disclosure and Barring Service, are up to date.

Our Child Protection Policy is coordinated by our Parish Safeguarding Officer, who is:

Name        **Dr Katherine Prior**  
Address     **103 Kingsway Court, Queens Gardens, Hove, BN3 2LR**  
Telephone   **01273 958339 / 07796 440670**  
Email        **khprior@gmail.com**