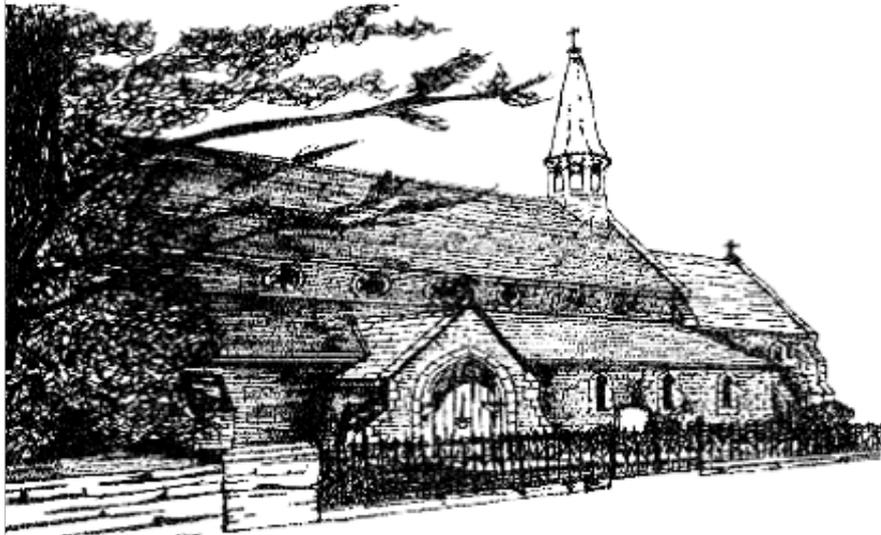


**All Saints' Church, Church Lane, Clayton West
Huddersfield. HD8 9LY**



MEETING or EVENT in CHURCH
Booking form and information

Welcome

Thank you for your enquiry about using the Parish Church of All Saints' for your event. This church is a Grade Two listed building and many people remark on how beautiful a setting it is for concerts and events, workshops and meetings. We very much want you to enjoy using our facility and the information we ask for helps us to help you.

You are asked to take extra care of the building when you use it. Unless you have approval in advance, no furniture should be moved, nor must anything be affixed to the walls or fabric of the building. We ask you to make sure that all aisles and exits are kept clear at all times. You must supply any music stands, rostra etc. Any chairs moved must be replaced afterwards.

All Saints' is itself a charity. We are sorry that we cannot therefore normally offer any discount on the cost of using the building. We are required to recoup the costs of heating, lighting and cleaning as well as the time our staff will spend with you and helping you with your booking. Any surplus that we make is used to help maintain the fabric of this building and to further the ministry and mission (worship, music, education) of this parish church.

Our Church Representative will ask to meet with you in advance of your event to go through your form and to clarify any problems and answer any questions you might have. His/Her decision is final. Please follow any instructions you are given regarding the use of the building.

We ask all our users to understand and accept that you are hiring the building for your event or meeting. All costs and responsibility for tickets, posters, advertising, travel or promotion costs, artists, staging etc are yours. If you wish us to display posters or promotional material you must ask permission first. This also applies if you would like us to 'advertise' your event in our monthly church magazine.

The parish church is a building, which is open to the public. All valuables and personal belongings are your responsibility whilst using the building. We can accept no responsibility for theft or loss. The church may only be closed for rehearsals with prior consent.

PRICE LIST:

All Church bookings include the 'Main body of the church' as well as the Lady Chapel	
Church cost per hour including use of toilet / kitchen facilities	£15 per hour

The following extras are available for hire at the prices below:

Organ* / Keyboard*	£10 per session
Organist	To be agreed with a member of the clergy / organist – (£80 – 2016/17 per session)
PA system and/or Audio/Visual systems from December 2016	£10 per session

*Please note that approval would be needed for any external applicant to play the organ or keyboard.

DETAILS ABOUT YOU, THE ORGANISERS:

Contact Name	
Organisation	
Email	
Telephone	
Mobile	
Address	
When can we contact you?	

Dates and Timings for your booking :

Proposed date of booking (If a regular booking see second box below)		
Date:		
If you want a regular booking Please state the total period required if known and day of the week it is required.	Date From:	Date To:
Timing of booking (must include access, set up time and removal time)	Start Time	End Time
Access required	From	To
Set up time	From	To
Breakdown/removal time	From	To
Separate Rehearsal Time (If required)	From	To
Invoice Name and address (if different from above)		

YOUR PROPOSED BOOKING (Type of booking e.g. concert, lecture, exhibition, meeting etc)

Booking and its purpose: If an event also state the name of the event	
Name and number of personnel involved	
Name and number of instrumentalists involved	
Other details about the booking	
How many people do you expect to attend? The seating capacity of All Saints' is 110 (+ 20 if the choir stalls are used). N.B. - wheel chair accommodation will lessen this number.	
Are there children involved in this? Do you have a safeguarding statement – (please bring to your first meeting with Parish Representative)?	
Do you have your own organisational or event insurance? If your booking is accepted you will need to provide further details	
Is there an interval in your booking and at what point would that be? Do you require the use of the kitchen facilities?	
Is heating required for the booking? (Please note that our fees are all inclusive irrespective of the time of year of the booking)	

Area(s) of the building you require to use:

Main body of the church		Lady Chapel		Vestry	
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DECLARATION

I have read and agree to comply with the Terms and Conditions (see below)

Signed _____ Date _____

Print Name _____

Terms and Conditions:

All Saints' church is a CHRISTIAN CHURCH and activities inconsistent with the church's ethos are not allowed in the building. No acts of worship other than Christian worship, are allowed in the building.

1. All bookings must be made by written application and will only be confirmed on receipt of this booking form and written acceptance of the booking by the Church Representative.

2. A non-refundable deposit of £20 secures an approved booking. The balance of fees is due 14 days before the event or booking. The balance will be non-refundable if you withdraw. Where a series of regular bookings is agreed, the £20 deposit will be retained during the full period of the bookings. The first two bookings will be payable in advance, thereafter with agreement they will be payable four weeks in arrears through the issue of an invoice which shall be payable within 14 days.

3. All timings, including set up, rehearsal, clear up and other requirements, must conform to fit within the parish diary, its regular pattern of worship and pre-booked events eg. weddings / coffee mornings (funerals have shorter notification times). These will be explained in advance and will always take precedence over other non-church bookings.

Every effort will be made to accommodate your booking but should unforeseen or exceptional circumstances arise then the church governing body 'All Saints' Parochial Church Council' may cancel the booking. In such circumstances all fees / deposits paid by the Hirer will be refunded. The Hirer agrees that All Saints' PCC shall not be liable for any costs already expended on any cancelled booking nor for the loss of any profit either for itself or third parties associated with the booking.

4. Numbers attending should include all personnel involved in setting up and running the event together with the numbers you are expecting to attend. You should provide suitable numbers of persons to act as stewards / ticket sellers / programme sellers etc

5. A responsible person should be in attendance on each occasion and for the full time period that you use the Church. If this is not the person who made the booking then it should be a nominated and authorised deputy or other individual in a role of authority where the hirer is a group. Any such person should be at least 18 years old.

6. We will provide you with details concerning how things work within the Church, health and safety guidelines and fire safety and evacuation procedures. It is your responsibility to ensure that these are obeyed at all times and passed on to those visiting the Church as part of your booking and for a concert or large scale event the key points should be explained before the event starts.

7. Permission must be obtained to move furniture.

8. Permission should be sought for the distribution or display of any promotional material in or outside the Church on its notice boards. Please note that the use of blu-tack is not allowed - the use of "Scotch 'restickable shapes'" is preferable.

9. Smoking or naked flames are not permitted anywhere in the building or the grounds.

10. Users of the facilities are responsible for all personal belongings and equipment. Insurance for all events is advisable.

11. Any damage caused during a letting should immediately be reported to the Church Representative. The cost of repairing the damage may be charged. Any accident must be reported in the accident book at the rear of the church and serious ones to the Church Representative as soon as possible.

12. Users of the Church premises are subject to the authority of the Priest in Charge or the Parish Representative with whom the booking was made.

13. Where children/elderly are involved, the Hirer should confirm that they are familiar with the Diocese of Leeds Diocesan Safeguarding procedure and undertake to follow their recommendations in relation to any work with children/ young people or the elderly – including the use of the Disclosure and Barring Service. Children are not allowed in the kitchen.

14. In the event of an emergency follow the instructions of members of the emergency services. A briefing sheet is attached and a briefing will be given by the Church Representative when you visit to confirm the arrangements for your booking. Any accident must be reported in the accident book at the rear of the church and serious ones to the Church Representative as soon as possible (as in no. 11).

15. Any equipment brought into the building must have proof of current PAT certification where applicable and a copy must be supplied to the Church Representative in advance.
..please check website below:

<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

Where no certificate is available, please view our General Risk Assessment Statement available on our website.... www.allsaints-claytonwest.org.uk

16. The premises must be left in the same condition as found, in particular, make good clean and tidy any part of the premises used in support of your event. Where it is considered appropriate and at the sole discretion of All Saints PCC or its Representative, an additional cleaning charge will be applied to bookings where the Church will need to be prepared for its continued operational effectiveness

17. All refuse and waste generated will need to be cleared away at the end of the event. A minimum charge of **£10** will be applied if this condition is not met.

18. Alterations of any kind to the fabric of the building are not permitted.

19. Any Performing Rights Society (PRS) fees are your responsibility. See <http://www.prsformusic.com/Pages/default.aspx>

20. Any risk assessments for your use of the church, third party indemnity and insurance must be in place and seen and agreed before the event takes place. All costs incurred as part of this process will be the responsibility of the person agreeing to these terms and conditions.

21. Any Items left overnight in the Church (with previous permission) are not the responsibility of All Saints' PCC and must be cleared away before 9.00am the following morning.

All items MUST be removed following concerts or events on Saturday evenings.

22. All hiring activity must cease before 10pm with the building fully vacated by 10.30pm. No extensions beyond this time will be accepted.

23. This agreement shall be governed by English Law.

24. No variation of these terms and conditions shall be effective unless agreed in writing with the church governing body 'All Saints' PCC', Clayton West.

25. All of these terms and conditions should be adhered to.

26. Car parking is on Church Lane, nearby streets or occasionally in the Darby and Joan car park where access must be kept free at all times. If you expect significant numbers of attendees and/or performers, you should provide a suitably equipped **marshall/s**. Vehicles are parked at the risk of each owner.

In the event of an emergency:

In the event of a fire or civil unrest or disruption, the named organiser should telephone the emergency services, clearly stating which service is required. (No telephone is available in the church building – a mobile should be used).

OUR LOCATION is: Church Lane, Clayton West, Huddersfield. HD8 9LY

In the event of an ambulance being required, they should be directed to the entrance door on Church Lane. Someone should wait at the entrance to the church. Any trained first aider should attend until the ambulance or paramedic arrives.

In the event of a fire the organiser should make the following announcement:

‘Ladies and Gentlemen, please remain where you are this is a Fire Alarm. We now require you to vacate the building following the direction of the stewards without question and quietly. Please do not stop to collect belongings’.

The organiser or his deputy must then immediately telephone the emergency services (see above).

A briefing on evacuation will be provided by the Church Representative as part of your booking familiarisation.