



St Mary's Church, Shalford

## **Terms and Conditions of Hire and Guidance for Use**

Parish Office, St Mary's Church, Church Close, Shalford, Guildford GU4 8BP  
admin@stmary-shalford.org.uk 01483 571646 Mon 9-12, Wed 11.45-2.45 Fri 9-12  
www.stmary-shalford.org.uk

***We are delighted you wish to book St Mary's Church for a community event, group or concert. It is the policy of St Mary's & St Michael's to encourage and enable use of its facilities by a wide variety of people across the local community.***

*Please do be aware that St Mary's Church is a sacred space and an active place of worship and a Grade 2 listed building. Please treat the church, and people who may come to the door, with respect and welcome. This is not a church hall - our parish church hall can, however, be booked (St Michael's church hall in Peasmarsh).*

### **1. Making Bookings**

All organisations and individuals must complete a booking form and accept these terms and conditions, and return the form to the Parish Office, with the full fee before a booking is confirmed. All hirers must be over 21 years of age.

### **2. Payment & Charges**

Booking form must be returned with full payment to confirm the booking and date. A separate cheque for a deposit of £100 against damages must be included with booking (this will be returned after the event if no damages or loss). Charges are set out on the Schedule of Charges. All charges are subject to the discretion of the PCC. Regular bookings: payment of fees are to be paid at least 2 weeks before the start of each new termly block of booking.

### **3. Cancellations**

If booking is cancelled with notice of 30 days and over, a full refund will be given.

### **4. Notice period for regular bookings:**

If a regular block booking is agreed at a discounted rate, then termination of the booking will require one term's notice.

### **5. Times of Bookings**

Bookings are for specific time periods and the times on the booking form must be adhered to. All hirers should be aware of residents in close proximity and respect their peace. Bookings must end by 11.30pm unless agreed in writing on the booking form by the Parish Administrator.

### **6. Keys**

The hirer is responsible for collecting the keys from the Parish Office (St Mary's Church) during office opening hours. The keys must be returned the next parish office working day after the hire. It is the responsibility of the hirer to keep the keys safe. Occasionally, users are issued with keys. These are for the exclusive use of the

person to whom they were issued; further distribution or duplication is forbidden. Any instance of theft or damage from/to the Church attributable to noncompliance with this condition will render the original key-holder liable to prosecution.

### **7. Church Precedence**

The Church is primarily for the use of the Church and for the whole community, whose requirements take precedence over any other user. Bookings by any other user may be cancelled at the absolute discretion of the PCC (with full reimbursement of fee) but only where it is reasonable to do so, and only after giving adequate notice of intention to the user of no less than one month. The PCC reserves the right to refuse any application.

### **8. Child Protection**

The House of Bishops' Policy document on Child Protection requires the PCC to ensure that any activity involving children or vulnerable adults in the church is carefully organised and supervised by responsible adults at all times. Please see the attached Child Protection Hirer's Agreement for signature. NB: for regular bookings where children are involved, organisers are required to have their own child protection policy and documentation and submit a copy with their booking.

### **9. Event Organisers**

The Hirer, as identified on the booking form, must ensure that all involved in organising the event read all instructions, the accompanying Child Protection Agreement, and Booking Form details. Failure to comply with all terms and conditions of hire may result in loss of your deposit and/or withdrawal of permission to use the Church on future occasions.

### **10. Performance & Licences**

(i) Performing Rights' Society: The church has a licence that covers the performing of most copyright music. One of the conditions of the licence is that the appropriate forms be sent to the PRS, within one month of the performance, by the person organising the concert/recital, listing all the music performed and the editions used. Please submit your net admissions receipts, average admission charge and numbers of persons admitted to the Parish Office immediately following your concert. Any charges made by PRS will be invoiced to you retrospectively. Prepared forms will be provided when keys are collected or by post to the organiser. Please provide one copy of your programme at the time that you return the keys to the Parish Office.

(ii) Words of Welcome and complimentary ticket:

The Vicar or a Churchwarden or other representative of St Mary's or St Michael's will hope to say words of welcome to you at the start of your concert/event if they possibly can, and stay for some of the performance if you would be happy.

### **11. Alcohol**

The PCC holds no licence for the **sale** of alcohol. If you wish to sell alcohol at your event please inform the Parish Office. Hirers will need to obtain a Temporary Event Notice (TEN) from Guildford Borough Council for the sale of alcohol. Since only 12 such licences will be granted, per year, for any one location, the office needs to keep a record of how many have been applied for as the year progresses. Please note that

legislation specifically excludes the sale of a ticket that includes an alcoholic drink. The PCC reserves the right to cancel an event that involves the sale of alcohol without prior permission. Alcohol that is served by a host without charge, as at a private party, is exempt.

## **12. Right of Entry**

The PCC reserves the right to send a representative to attend the event at any time during the hiring without any notice.

## **13. Advertising & Promotion**

St Mary's will try to help you promote your event or group activity/course as part of our own connections with the local community. There is a charge to cover the costs of any photocopying in the Parish Office, and a small advertising charge for an advert in our Parish Magazine, but we will be happy to help with both. St Mary's hopes to list all regular group bookings and activities in St Mary's Church on our noticeboard and in other online and off-line literature:

- Please supply jpeg or similar of poster so we can post on our Facebook/Twitter.
- Please supply up to 50 words about your event/group so we can include in our newsheet and elsewhere when possible.
- If we can fit your poster onto our noticeboards we shall try to do so (please supply 1 A5 or A4 poster to the parish office).

## **14. Housekeeping, and Kitchen, Toilets and Choir Vestry area**

The Choir Vestry area contains a **kitchen** and **toilets, including a disabled toilet**. Users must not leave any items in the church or environs but take all home as they leave. Please remove all rubbish and remnants from the Church and kitchen and its environs after use and take away all things for disposal. **All rubbish and recycling must be removed from the site**. Please ensure all areas and surfaces are clean and tidy; users must sweep up after use and mop where necessary. A charge will be deductible from the deposit if necessary. Any damage must be reported to the Parish Office and may need to be paid for. Thank you for your help.

**15. Smoking** is forbidden anywhere in the church building and porch.

**No BBQs or outdoor activities** are permitted in the churchyard.

**No notices or decorations** are to be attached to church walls, floors, doors or furniture. Please put nothing on the altars. Please use the large noticeboard/screen if this is free, but not obscuring anything already on it.

## **16. Security, Safety and Exit**

\* All hirers must familiarize themselves with fire exits, extinguishers and have emergency numbers to hand on their mobile phone (see numbers on back of kitchen door). All exits, especially Fire Exits and Fire escape routes, **MUST BE KEPT CLEAR OF OBSTRUCTIONS** at all times. Any obstruction will be removed without notice.

\* On leaving: shut any windows; turn off all lights including kitchen (a charge may be made if lights are left on at end of hire period NB lights in toilets automatically go off); switch off sound system and any other equipment; lock all doors. Complete the checklist and return the key.

### **17. Users' Equipment**

Users must not leave their equipment or belongings in the Church. It is the responsibility of the hirer to ensure that any electrical equipment that they bring into church for their use has undergone electrical safety check and is safe to use.

### **18. Church Furniture**

**The church chairs are left set out at St Mary's for all to visit when the church is not in use by a hirer. A plan of the church chairs set out will be supplied to you showing the arrangement of chairs needing to be left in place before you leave.**

On some days of hire, it may be possible for the chairs to be left cleared for your arrival if that is what you require too, but it will still be a condition of hire you leave the chairs set out in the arrangement provided by the St Mary's church chair plan. All other furniture at St Mary's, including the children's corner, must be returned to its original place before leaving. Additional furniture brought into the church for an event i.e. pianos, music stands, etc, must be removed when you leave.

### **19. Sound System, Public Address System and Induction Loop;**

Use of the sound system must be by prior arrangement with the Parish Office. Instructions for the sound system are provided. Please do not alter the settings.

**20. Heating:** please do not adjust the settings on the heating thermostat in the church, and under no circumstances touch the boiler in the boiler room.

### **21. Organ and Piano**

Use of the organ and piano must be by prior arrangement with the Parish Office. The piano may only be moved by prior agreement.

### **22. Parking**

Hirers are able to use the church carpark. No vehicles are to be brought onto any other areas of the churchyard. The PCC is not held responsible for any theft or damage to vehicles parked in the church carpark or outside the church.

### **23. Accidents, Incidents and Insurance**

All accidents must be reported immediately to the Parish Office administrator and noted in the accident book beside the First Aid kit. First Aid kits are located in the kitchen (please bring your own if you wish). Please note details relating to insurance, included on booking from which is signed by all hirers.

### **23. Rehearsals**

The church is a public building and open to visitors. If your rehearsal takes place in the daytime, please allow visitors to enter the church to pray or visit.

Emergency contact numbers:

Churchwarden: Sally Schupke, 07771 923368 [sally\\_schupke@stmary-shalford.org.uk](mailto:sally_schupke@stmary-shalford.org.uk)

Parish Administrator: Ellen Hallam, 01483 571646 [admin@stmary-shalford.org.uk](mailto:admin@stmary-shalford.org.uk)

Vicar: Rev Sarah Lloyd, 01483 565012 [vicar.shalford@icloud.com](mailto:vicar.shalford@icloud.com)

*Updated and Approved by St Mary's & St Michael's PCC: 4<sup>th</sup> July 2019*