

Hire Fees

Fees have been set and agreed by Bookings manager and the PCC.

A 10% discount may be offered by the bookings manager, for any charitable, voluntary or non-profit making groups. All bookings are considered on a case by case basis by bookings manager, and in general the fees **can be negotiable** at the bookings manager's discretion.

All booking periods **must include** set up and clear up time

Main Church space – Suitable for concerts, talks and large meetings – Capacity 300

£25 per hour – for booking periods up to 5 hours

£15 per hour – for booking periods longer than 5 hours

Optional Extras

Parish room & Kitchen during booking period = £5 per hour added onto your hourly rate

St Mary's centre, kitchen and shower facilities = £10 per hour added onto your hourly rate

Using both St Marys centre & Parish Room = £15 per hour added onto your hourly rate

Use of the Parish Room and Centre kitchens includes use of any crockery and appliances we have. Please ask bookings manager about what facilities we have. Any crockery breakages will be charged at £1 per item.

Grand Piano/Church organ = £30 per booking

Piano and Organ hire is for Grade 5 players or above.

Piano & Organ are regularly **tuned** but in the case of tuning being required on the day of a hire, we can arrange this with our preferred tuner, **but you will have to cover the cost of this.** Moving of the piano is not permitted.

Sound system = £15 per booking

This includes use of the lectern/pulpit & wireless lapel microphones. Also playing CDs or playing AUX devices through the sound deck. This will be set up for you and shown to you at opening for your booking.

Large projection screen = £10 per booking

This a large screen that we will set up at the beginning of your booking.

St Mary's Centre – Suitable for children's parties, small meetings, classes and rehearsals – Capacity 30 approx.

£25 per hour

£30 per hour – with use of kitchen

Use of kitchen includes use of any crockery and appliances we have. Please ask bookings manager about what facilities we have. Any crockery breakages will be charged at £1 per item.

Optional Extras

Upright piano = £10 per booking

Piano regularly **tuned** but in the case of you wanting it tuned on the day of a hire, we can arrange this with our preferred tuner, **but you will have to cover the cost of this.**

Small projection screen = free to use

Parish Room- Suitable for small meetings, small tuition classes or interviews – Capacity 15 approx.

£15 per hour

£20 per hour – with use of kitchen

Use of kitchen includes use of any crockery and appliances we have. Please ask bookings manager about what facilities we have. Any crockery breakages will be charged at £1 per item.

Optional Extras

Small projection screen = free to use

Christina Room- Suitable for counselling, small meetings, small tuition interviews – Capacity 5 approx.

£10 per hour

£15 per hour – with use of kitchen

Use of kitchen includes use of any crockery and appliances we have. Please ask bookings manager about what facilities we have. Any crockery breakages will be charged at £1 per item.

Other charges that apply to all bookings

Security Deposit

Main Church Space - £300

St Mary's Centre - £100

Parish Room & Christina Room - £50

This fee is applicable to all hires.

This deposit is to be paid before the date of hire, normally as a cheque payment that will be retained by the bookings manager and returned after booking, once satisfied that **Conditions of hire** have not been breached. Please read and understand full conditions of hire before you complete and sign **booking form**. The bookings manager can answer any questions you may have.

Open / Close key-holder fee - Applicable to all hires outside of church's office working hours

£20 per booking. *Directly payable by cash or cheque, to the **key-holder** on the day of hire*

The duties of the key-holder are as follows:

- To open up the space at required time specified by the hirer. (£10 per 30 minutes will be added to this fee if the key-holder is kept waiting beyond the specified time, at both start and end of booking.)
- Turn on lights and heating required by the hirer, and explanation of any of the facilities.
- Explain any Health & Safety specifications of the space to the hirer.
- Be available by contact telephone in case of an emergency at the venue during hire.
- To check that the space is left in an 'as found condition' by the hirer at the end of booking. The key-holder will have final say as to whether this condition has been met. (Note: key-holders are not there to assist with cleaning of space, but they can advise on how the facilities must be left.)
- To secure the building and turn off lights and heating.

Reservation deposit – Paid with submission of completed booking form

To confirm and secure your booking, you must hand in completed **Booking form**, along with **Security Deposit** and either 50% of or the full hire fee. This reservation deposit will be deducted from any outstanding balances. All remaining fee balances must be paid in full up to one week before the booking date.

Cancellation Policy: 25% of the hire fee will be retained if you cancel your booking within the three weeks prior to your booking. For cancellation before that time, we will refund your hire fee.

Security Deposit will always be refunded as long as no **Conditions of hire** are breached.

Optional charges that may apply to bookings

Serving of alcohol at your event

We are now a licensed venue, which allows the sale of alcoholic beverages (wine and beer only) during events held at St Mary's. This is by prior arrangement with the booking manager and is subject to conditions set by law and the licence holders at St Mary's. **If you would like to have a bar facility at your event, there are two options available.**

Option 1 – Corkage fee bar

- You will run your own bar. You will be responsible for your own stock and staffing and you retain profits made from your sales. This will add use of the **Parish Room & Kitchen** to your booking fee. *See hire fees*
- St Mary's will charge a corkage fee of **£3.00 per bottle of wine, 50p per bottle of beer**. This total should be given to key-holder or bookings manager after the event. You will then be invoice accordingly.
- You will be asked to sign a **declaration form** to the effect that you promise to uphold the rules set in place by the law and the licence holders at St Mary's, in regards to serving alcohol at the venue.

Option 2 – St Mary's Venue Bar

- We will run a bar during your event. This means that St Mary's will be responsible for stock and staffing of the bar at the event, and will retain the profits from doing so.

Minimum spend

We expect a minimum spend of £125. This means that if this amount is not made by our bar during your event, then we will charge you the remaining outstanding amount. Please consider this before choosing this option. We have this in place to ensure that our minimum costs are met for running the bar.

Please discuss with the bookings manager, when submitting this booking form, which of these options you would prefer if you plan to serve alcohol at your event

Venue manager

Some large events will require a member of St Mary's staff to be present during the entire booking, particularly events where equipment may be brought in, and events with large audiences. In these kinds of events it's beneficial for St Mary's and the hire party to have someone on hand who knows the space.

The requirement for this staff member will be discussed in the initial booking enquiry between the hire party and bookings manager. It will be up to the bookings manager if they feel that this will be required for the booking.

Fee for venue manager = £10.55 per hour of the booking period.

This will be payable to them on the day in cash or cheque.

Venue manager's duties include:

- Open venue and prepare heating and lighting.
- Discuss anything you and your set up team need to know.
- If moving furniture they will advise where it can go and will make note it was moved so that they can instruct your team where it must be put back at the end. They may help a little with furniture moving, but this is really the responsibility of your team. They are there to advise and make sure furniture and building are cared for.
- They can liaise with any sound engineers or other specialists you are providing for your booking, showing plugs and providing extension leads etc and other information on the building.
- They can operate or instruct on lighting and sound system that is part of the church.
- They can assist with a safe flow at front of house, especially if a bar is in operation, answering any questions that attendees may have.
- They will also act as the fire warden and will know the emergency procedure if there is a fire or other emergency.
- They will check the public facilities like the toilets and kitchens for any restock of paper towels, toilet roll or soap if needed through the night.
- They will make sure curfew is met and liaise with your team about clear up time.
- They will collect any outstanding fees owing, for instance if the bar does not meet the minimal spend of £125. If any breakages have occurred they will make a note of this and take details down with you.
- They will close and secure the building once satisfied.

Other items for consideration

Publicity

Please provide a digital and hard copy of any publicity material you have one month before your event. We will promote your event in any newsletters we publish and on our website. We will also display posters and flyers in church and in our external and internal noticeboards.

Other publicity other than this will be your responsibility.

Ticketing & staffing an event

Depending on what your event is, you will be responsible to provide your own staff on the day. We are only a venue, and only supply staff in the case of running the bar (Option 2 of 'Serving of Alcohol at your event') or sometimes when a venue manager is needed. It's worth considering what your booking will require. For example, door staff to sell tickets if you are holding a concert.

Visits to venue or deliveries

In some cases the hire party may need to attend the venue ahead of the booking for planning purposes. Also, sometime equipment may need to be delivered or collected before or after the event. This is all possible but with prior discussion and agreement with the venue manager. It will usually be asked that these visits or deliveries be arranged during usual church office open times.

Performance Rights

Concert givers are responsible for their own Performing Rights Society returns (if applicable)

Curfew

Music events should end by 10.30pm, with audience to be vacated by 11pm. We want to respect our surrounding residents. Times should be discussed with bookings manager.

Conditions of Hire

Please read all the conditions of hire below fully before signing the Agreement on the booking form.

This page contains important information about your hire. Breach of these terms could result in your 'Security Deposit' being retained.

Bookings

- **No booking** is valid without a completed **Booking form** duly signed and the **Security deposit** and full **hire fee** paid at least one week before booking date. **Regular Users:** Will be invoiced termly or quarterly. Any remaining balance must be paid before any future bookings can be confirmed.
- **The church is primarily a place of worship.** This must be respected at all times. Bookings must not interfere with the weekly running of the church in any way. Bookings will be made with church work in mind as priority and will be fitted around church schedules.
- Hire sessions will be booked according to **availability discussed with bookings manager**, and to the application processes in place.
- Those hiring the facilities must be ready to leave the premises at the specified time or by any time discussed prior with the bookings manager.
- The Vicar, Churchwardens and the Parochial Church Council of St Mary's disclaim any and all responsibility for theft or personal injury resulting from the hiring of the church facilities, and reserve the right to refuse a hire application.
- We reserve the right to refuse repeat bookings with any individual or group who it is felt did not adhere to conditions laid out in this agreement.
- Bookings are all based on a case by case basis and the booking agreement is based only on the agreed dates.
- Recording (Audio & Visual) must be discussed and agreed with Bookings manger beforehand and further fee's may apply.

Facilities/Care of Building

- Hirers must **obtain permission from bookings manager to move any items of furniture** and undertake to restore all to their original positions. The key-holder for the booking will have the final say that the space has been correctly restored to its original condition. **Security Deposit** will be retained if this term is breached.
- Any loss or damage incurred by the church as a result of the hire must be fully recompensed.
- The church premises must be left clean and tidy. It is vital that the church is left in an 'as found condition'. This includes the following:
 - *All litter disposed of and taken away*
 - *All spillages and other waste, swept and mopped clean*
 - *All furniture that has been moved, place back **exactly** where it was found*
 - *Any appliances, utensils, crockery & glasses used must be left clean and put away*
 - Smoking is strictly prohibited anywhere within the church premises.
- The Church, including its forecourt and access, must be vacated quietly and promptly at the end of the period of hire.
- The building must not be left unoccupied and unlocked during the period of hire or at its end — please contact the key-holder if he/she has not arrived by the end of your hire.
- There must be no cause for complaint from nearby residents, other users of the church or its staff; please treat them with respect at all times.

Public Liability Insurance

- In some cases we may ask hirers to provide their **own Public Liability insurance**. The bookings manager has the right to refuse your booking if you cannot supply this. You may be asked for present proof of cover.

Safety Policies

- Children must be supervised by an adult at all times.
- Where applicable, We will request copies of DBS checks from anyone who is working with Children, Young people or any vulnerable adults. We will also ask you to sign and agree to our own safeguarding policy
- All safety requirements, as displayed in the Church, must be met. Taking note of all fire safety procedures
- Health and safety requirements are prominently displayed and hirers must familiarise themselves with these.
- Fire alarms, fire extinguishers and first aid equipment are available and in good order.
- All property is left in the building at your own risk.