

EVENTS AT ST PETER AND ST PAUL, PICKERING
USER BOOKING APPLICATION FORM FOR ALL EVENTS AND CONCERTS

BOOKING REF:

1. Name of Organisation, or person making this booking:

2. Date and Type of Event:

Date:

Type of event:

3. Name and contact details for correspondence:

Name:

Address:

Postcode:

Phone:

Email:

4. Name and contact details for the 'responsible person' designated as supervisor for event, if different from above:

Name:

Address:

Postcode:

Phone:

Email:

5. Time of event, including details of rehearsal. I/we are aware that the church cannot be closed during the day and note that any day time rehearsals will take into consideration the visiting to the church of the public. It is further noted that if evenings are used for rehearsals then a utility charge of £20 will be incurred.

Time:

Details:

6. Description of proposed event activity, including approximate age range and number of participants:

Description:

Age Range

Number of participants

7. To comply with the requirements of the church's insurance cover, I attach a copy of our current Public Liability Insurance with this application
8. Our own electrical equipment is Portable Appliance Tested and a copy of current in-date Test Certificates are attached.
9. Health and Safety. I will read the Church's Health and Safety Policy, and agree to all its procedures and ensure a Risk Assessment of our proposed activity is undertaken.
10. Kitchenette. I/We would like to use this facility, and if used we will leave it in a clean and tidy condition. I/We will provide our own refreshments. (Strike through if not required)
11. I agree to the charge for use of Church premises for the agreed event and price, and I will ensure this sum is paid **on or before the day of the event.**
12. I have contacted the Parish Hall for the use of toilets/cloakroom/changing and other facilities. (Strike through if not required)
13. St Peter and St Paul's Church adheres to the York Diocese Safeguarding Guidelines (see 'User Conditions' at Safeguarding). Your signature below declares that you are familiar with this safeguarding advice and guidance, and that your organisation has safeguarding policies in place appropriate to the proposed activity.

I confirm that the hiring conditions are accepted and I apply to hire St Peter and St Paul's Church in accordance with the details set out above.

Signed:

Date:

On behalf of:

Please return completed form to:

The Wardens, St Peter and St Paul's Church, Pickering

USER CONDITIONS FOR ALL EVENTS AND CONCERTS **AT ST PETER AND ST PAUL'S CHURCH, PICKERING**

The User. The user, through a designated 'responsible person', must supervise the event in accordance with the following conditions:

Premise Use. The premises may only be used by the user, and for the purpose, and during the period indicated on the Application Form, which must be submitted to the Events Co-ordinator prior to the event.

Health and Safety. The Church has a Health and Safety Policy, which covers evacuation in the event of an emergency, and must be complied with for all users. A risk assessment of your proposed activity must be undertaken and be presented to the Events Co-ordinator at least 48 hours before the event, and must ensure that all those using the premises under the user's direction are aware of appropriate safety procedures. Should an accident occur, then this must be reported and entered into the relevant section in the church's accident report book which is situated in the Vestry. The user must report any accident involving injury as soon as possible to the Events Co-ordinator. In order to comply with the requirements of the church's insurance cover, please attach a copy of your current Public Liability Insurance with your application.

Safeguarding. Where the premises are to be used by children and vulnerable people, the user hereby agrees to comply with the Diocese of York Safeguarding guidelines documents 'Child Protection and Safeguarding, Making the Policy Work, February 2015' and 'Parish Policy for the Safeguarding of Vulnerable Adults' available on www.dioceseofyork.org.uk. Further guidance is given on safeguarding@dioceseofyork.org.uk. (Note: The Home Office document 'Safe from Harm' has been withdrawn. Your signature on the application form confirms that you are familiar with this safeguarding and agree to adhere to its policy.)

Supervision.

Church Property. The user must ensure full supervision of the premises, its fabric and contents at all times, as well as ensuring their care, and safety from damage or change, however slight. Any defect in the church's furniture, or other church equipment on the premises which will be used during the event, must be notified to the church's Events Co-ordinator by the user or his supervisor before the start of the event.

Behaviour. The user must remain fully responsible for the behaviour of all persons, whatever their capacity, throughout the event. The church will not be responsible for any claims which may arise as a result of negligence on the part of the user or their supervisors.

Nuisance. The user shall not do, or allow on the premises, anything which might be a nuisance to adjoining properties or their occupants.

User Property. The church accepts no responsibility for any equipment or other property brought onto, or left at the premises, and all liability for loss or damage is hereby excluded.

Electrical. The user shall not overload or tamper with the electrical system of the church, and shall provide, in advance of the event, details of all equipment to be used. It is the user's responsibility to ensure that any portable appliances the user connects to the church's supply are PAT-tested. A copy of your current Portable Appliance Testing Certificates in respect of that equipment is to be attached with your application. The church does have a hand-held microphone available if required.

Kitchenette. The use of the kitchenette, if required, will be included in the agreed charge. Its use will be shown to the user by a member of the Church and must be left in a clean and tidy condition.

Events Version 1 dated 29 July 2019

Alcohol. **The sale of alcohol is not allowed anywhere on church premises.**

Licenses. The user will be responsible for making any appropriate returns and payments to the Performing Rights Society, and to any other relevant licensing authority (e.g. the Christian Copyright Licensing Authority)

Charges. The agreed charge for use of church premises is payable **on or before the day of the event.**

Seating. Putting out extra chairs and stacking away neatly is the responsibility of the user. Chairs are not to be stacked more than 8 high. Collapsible chairs, if used, are to be stacked back onto their transporter trolley(s).

Parish Hall: The use of the Parish Hall for toilets/cloakroom/changing and other facilities should be booked separately with the Event Co-ordinator when a charge will be arranged.

Event Closure. When the event closes, the user must ensure that church premises are left in a clean and tidy condition; that any items of furniture or equipment moved during the event are put back into position; and that any refuse is collected and taken away.

PLEASE NOTE OUR ETHOS STATEMENT: ANY USERS OF THE BUILDING MUST COMPLY WITH THE PURPOSES AND BELIEFS OF THE CHURCH OF ENGLAND AND NOT CAUSE OFFENCE TO MEMBERS OF ST PETER AND ST PAUL'S CHURCH AND THE LOCAL RESIDENTS