

ST JOHN THE BAPTIST CHURCH, KEELE, STAFFORDSHIRE.

The incumbent and PCC believe that the Church should be used and appreciated by all the community and therefore be available for hire for events appropriate to such a venue. The building, seating approx.175 people, has excellent acoustics for musical events, concerts and lectures. A comprehensive sound system has 3 microphones, 2 radio microphones with facilities for playing CDs and tapes. There is access for disabled people and a hearing loop is installed. A background heating system is available if needed.

Conditions of Hire

General

1. It is the responsibility of the hirer to effect adequate public liability insurance to cover risks arising out of the use of the premises by the group/organisation and its or the hirer's invitees or visitors. Evidence of this insurance is required.
2. The hirer will indemnify St. John's PCC against any loss or damage, claim or expense howsoever arising, caused or occasioned during the hirer's use of the premises.
3. All hire charges must be paid in full within 21 days of the event, or in the case of a block booking, within 21 days of the final hiring, or by specific agreement with the Church Wardens.
4. Hire rates are agreed in discussion with the Church Wardens prior to completion of the booking form. Arrangements for heating are made at the time of booking and hirers must not make changes to the system settings at any time.
5. Responsibility for the premises and the key (where applicable) rests with the hirer during the agreed hire period for which access is granted.
6. Electrical equipment should not be used without the express permission of the Churchwardens. No responsibility whatsoever can be taken for apparatus and equipment brought to the premises by the hirer or for personal effects.
7. Hirers should ensure that they have proper insurance for any equipment or personal items left or used in the premises, to include any damage caused by them to the church and its users.
8. The church is a Grade II* listed place of worship and the Churchwardens reserve the right to refuse any potential booking which they regard as inappropriate to the Church itself and/or to the Churchyard which is a burial place.
9. All advertisements for the event must be cleared by the Church Wardens as appropriate for an event taking place in a church.

- ❖ **Health and Safety** The entire premises is a 'no-smoking' area and this includes the churchyard and Lychgate
- ❖ A copy of the Church Health and safety policy will be made available for inspection by the hirer.
- ❖ Fire exits are clearly marked.
 - ❖ It is the hirer's responsibility to ensure that the doors used as fire exits are identified, unobstructed and unlocked during use of the premises.
 - ❖ The fire assembly point is the church car park.

- ❖ No cars or other vehicles must obstruct the area outside the south door and the south cancel door of the church.
- ❖ Fire extinguishers are marked.
- ❖ A first aid kit is in the choir vestry, on the shelf above the sink.
- ❖ With the exception of guide dogs, no animals are allowed on the premises.

It is the hirer's responsibility to ensure the arrangements for health and safety are fully understood. Any queries should be referred to the Keyholder (usually the church warden) with whom the booking agreement has been made.

Cleaning

- a. No charge is made for cleaning, provided all facilities are left in good order and to the satisfaction of the churchwardens and/or vergers.
- b. The hirer is liable for the costs of any additional/exceptional cleaning required.
- c. Specific permission must be sought and obtained before moving any items of furniture and equipment. All items of furniture and equipment must be returned to their place as at the time of hiring.
- d. No item, drawing, map etc. may be attached to any part of the interior or exterior of the church or to local street furniture.
- e. All refuse and recyclable items must be taken away.

Please Note

The Vicar, churchwardens and PCC reserve the right to cancel any booking at their discretion or to amend the terms and conditions without prior notice.

St. John the Baptist Church, Keele.

Booking Form

This form should not be completed until the 'conditions of hire' and Health and Safety documents have been read.

Name of Hirer(s):

Type of event:
.....

Date of event:

Time required: from.....to.....

I/we have discussed this booking with the churchwarden.

I/we have agreed specific requirements (if any)

I/we have discussed the Fire procedures in place for the building and have been made aware of the contents of St.John's Church 'Health and Safety Policy'.

I/we agree to abide by all the conditions of hire.

Signature(s) of hirer:date:

.....date:

Signature of Churchwarden:date: