

Booking Form

*Please read the accompanying Information for Users*

*Completion of this form indicates acceptance of the Conditions of Use.*

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| --- |
| Name of User / Organisation: |
| Contact Person: |
| Address: |
| Telephone: |
| Email: |
| Purpose / Event: |
| Time of Event (in the case of concerts etc) Start time: End Time: |

Please show **dates and spaces** required by ticking / writing in the table below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Main Church** | **Tower Room** | **South Room** | **North Room** | **Time from**  (eg 9.00 am) | **Time to**  (eg 10.30 pm) | ***(For Office Use)***  ***COST*** |
|  |  |  |  |  |  |  | : |
|  |  |  |  |  |  |  | : |
|  |  |  |  |  |  |  | : |

Please show **additional facilities** required by ticking/writing in the table below

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Heating - Main Church** | **Organ** | **Outside Toilets** | **Extra Chairs** | **Kitchen** | **Audio Visual system** | ***(For Office Use)***  ***COST*** |
|  |  |  |  |  |  |  | : |
|  |  |  |  |  |  |  | : |
|  |  |  |  |  |  |  | : |

|  |
| --- |
| ***(For Office Use) Total Cost: £*** **:**  ***Deposit: £*  :**  ***Balance to pay: £* :** |

***Please pay a deposit of £35 by BACS to sort code 40-52-40 and 00013004 on confirmation of the booking. The payment reference should be: the name of your organisation/group. Please pay the balance within 14 days after the date of the hire. Cheques should be made payable to* Buckingham PCC**

# I confirm that we have:

# Public Liability Insurance Cover for our booking 🞏

# A Child Protection Policy if applicable 🞏

**Alcohol will / will not be provided. A licence has been obtained** 🞏

**Are you a registered Charity Yes/No**

**Are you a voluntary non profit making organisation Yes/No**

Signed …………………………………………. Date .........................................

**Please return this form to:**

Bookings, Buckingham Parish Church Office, Castle Street, Buckingham MK18 1BS.

Telephone: 01280 830220 email: [office@bpchurch.uk](mailto:office@bpchurch.uk)

**Terms and Conditions for Users of the Church and Meeting Rooms**

Thank you for your enquiry about using the facilities of the Parish Church. We welcome this opportunity to make the church available to the wider community. Confirmation is subject to approval by the Rector or Churchwardens.

Please take time to read through this information before completing the booking form. A separate form is needed for each booking except where the same details cover a series of meetings. If you have any queries, please contact the office (01280 830220), which is open from 10am - 12 noon each weekday.

Priority is given to the day-to-day life of the congregation, such as services and congregational activities and meetings. Users are expected to be in sympathy with these aims*.*

**Facilities available:**

* The main body of the church:

This has a normal seating capacity of 250. Extra chairs are available on request. You are welcome to use these, but you will be responsible for moving them and returning them at the end of your event. The maximum number of people allowed in the church is 350 (excluding performers). The main body of the church is only heated when in use. This is charged for separately and needs to be requested on the booking form.

* AV system (by arrangement with the Production Team) in the main body of the church, requirements must be noted on the booking form.
* Additional fees payable for Production Team support.

Three meeting rooms:

* The Tower Room on the ground floor of the tower accommodates 16.
* The North and South Rooms on the 1st floor accommodate 20 and 30 respectively.
* Access to a well-equipped kitchen downstairs, and a kitchenette upstairs on request.
* Flip chart stands may be provided if requested (please supply own paper and pens)
* Two toilets downstairs (accessible to those with disabilities) and a toilet block outside. The latter can be unlocked if requested on the booking form.
* Extra chairs and a range of Gopak tables are available on request.
* WiFi connection (free)

**Booking information - Conditions of Use**

Users should use only those parts of the building and facilities that have been agreed.

Those using the kitchen should read and observe all the notices displayed.   Any kitchen equipment used must be left as found. We ask that anyone using the kitchen equipment has a pre-booking visit to the church where they will be given information on usage and location of equipment.

We expect users to leave the premises clean and tidy using the equipment provided. Set up and pack down time should be indicated on the booking form. Users must collect all their rubbish and remove it on the day of the event hire. Any furniture that has been moved, including extra chairs, must be returned to its original location.

Users must ensure that all participants and spectators have left the Church after their activity.

**Car Parking:** A limited amount of car parking is available adjacent to the Church at the owner’s risk, but space cannot be guaranteed. Cars should be parked in such a way as to ensure vehicular access around the church.

**Performing Rights:** The Church does not have a Performing Right Society (PRS) licence. Those organising public performances are required to make a return to PRS. All royalty charges must be met directly by the user.

**Insurance:** Users are responsible for all those attending their activity and must have their own public liability insurance cover for their activity whilst on church premises.  Activities should be evaluated and monitored to ensure minimum risk.

**Health and Safety**

Users are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the user to ensure that the premises are safe for the purposes for which they intend to use them. Users are responsible for providing for their own first aid requirements. In the event of an accident, details must be entered into the accident book which is located in the First Aid box on the chest behind the font and adjacent to the main entrance. (Completed forms should be returned to the office in envelopes which are provided in the First Aid Box)

New users will be given information concerning the locality of the emergency firefighting equipment, emergency exits and evacuation procedures.

Users will report to the Church Office any accidents, faults and misuse by hirers or any matters that could affect the health & safety of other users of the Church.

In the event of a fire, the primary objective is the safe evacuation of all persons from the church. The user (the hirer) must ensure that everyone present follows the emergency fire instructions displayed at the exit points and first floor meeting rooms. The user must ensure that they have access to a mobile phone to notify the emergency services so that the fire can be dealt with by the appropriate authorities. The Hirer should take every precaution to prevent fire, observe the Fire Alarm system and not to obstruct the emergency exits.

The Hirer must ensure that appropriate policies and procedures are in place and observed where activities are being provided for Children and/or Vulnerable adults.

The Hirer must have appropriate public liability insurance in place that covers the activities to be undertaken in the building.

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**Provision of Alcohol:** If alcohol is to be served or sold, a licence must be obtained. We therefore require organisations serving alcohol to obtain a Temporary Event Notice (TEN) from Buckinghamshire Council.  This can be done online at Buckinghamshire.gov.uk.

**Electrical equipment** must not be brought onto the premises unless approval is given in advance and the equipment has been checked and has a valid PAT certificate.

The hirer shall pay to the Buckingham PCC the cost of reinstating, replacing or repairing any furniture or fittings that are damaged, destroyed, stolen or removed as a result of any negligence on behalf of the hirer. The hirer shall indemnify the Buckingham PCC against all claims, demands actions or proceedings in respect of any loss, damage or injury caused by or to any persons that may occur while such person is in, or upon, part of the premises during the hire period.

The hirer shall supply a sufficient number of stewards as may be necessary to secure the efficient supervision of the premises and fittings during the hire period.

The Rector or Churchwardens reserve the right to cancel a booking providing a full refund of hire charges for the cancellation.

By completing a booking form, the user indicates their agreement to comply with the above Conditions of Use.

**Categories and Charges**

A: Schools

B: Commercial organisations, organisations with funding, subscriptions and groups organizations charging admission to events.

**\*Charges per session (i.e. morning, afternoon or evening)**

**Main Church**  **Meeting Rooms**

A: £110 plus charge for heating £40.00

B: £150 plus charge for heating £40.00

\*A session is up to 4 hours.

**Heating charge for main church**

£75 initial charge which includes up to 8 hours warm up time and £10 per hour thereafter.

**AV (by arrangement)** £30 equipment hire £25 per hour per operator

A member of our Production Team is required to be present whilst AV equipment is in use.

**Organ**£50 each session.

An additional £50 is payable for moving the organ console by arrangement only and assistance from the hirer may be required.

**Kitchen:** £25.00

An additional fee of £5 per hour is applicable for use of hobs, ovens and hot trolley (by arrangement only - please contact the office Team)

**Deposit:** Users send a deposit of £35 with their booking form to confirm their request. This will be returned if we are unable to accommodate the booking.

\*All fees are subject to regular review