

Cost of hire of St Nicholas' Church, Ash.

(wef September 2022)

1st October to end of April £110

1st May to end of September £75

Terms & Conditions of Hire of St Nicholas Church, Ash.

- Booking. All applications for the hire must be sent to the benefice administrator by email

thecanonrybenefice@hotmail.com

The person named on the booking form shall be considered the hirer. When an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The hirer must be over 21 years of age.

- Before an event the hirer will be made aware of the fire evacuation plan & will be required to conduct a basic risk assessment, a copy of which will be held by the representative of St Nicholas Church. A copy of the hirer's indemnity insurance will be required also.

Hirers are responsible for health & safety issues and providing information about safety procedures, location of fire exits etc. to those

attending their event.

- St Nicholas Church may refuse any application for the hire of the building without stating a reason. Church functions will take priority over other bookings, but no organisation shall be deemed to have an undisputed right to a series of bookings.
- Alcoholic drinks may be served free but NO sale of alcoholic drinks may be undertaken.
- The hirer is responsible for obtaining the requisite Performing Rights Society Licence & any other licence that may be required for their intended purpose. Any such license must be exhibited to the representative of St Nicholas Church.
- A booking form will be made available on request. The hire of the church will be for the specifically agreed times shown on the form, this does not entitle the hirer to use or enter at any other time without prior permission.
- The hirer shall not sublet the building or any part thereof.
- Hirers are responsible for their own advertising.
 - The hirer is responsible for all damage to the building, equipment, furniture and property

that occurs during the period of their hiring. The hirer will be responsible for replacement 'as new' of any equipment & furniture & for the full cost of making good any damage to the building.

- Except for wilful negligence on the part of St Nicholas Church, the church shall not be responsible for loss or damage to the Hirers property or any injury which may occur to persons using the building during the hiring or any loss due to failure of electricity supply, leakage of water or fire which may cause the church to be temporarily closed or the hiring interrupted or cancelled.
- The hirer shall ensure good order & conduct is kept during hiring. The hirer will also ensure those attending maintain good order during their arrival & departure. At all times the hirer will take reasonable care that the occupants of nearby properties are not inconvenienced by noise & obstruction of vehicles.
- The hirer shall not sublet the building or any part thereof.
- On vacation, the hirer shall leave the church in a clean & orderly state. All rubbish & waste matter must be cleared & correctly disposed

of in the receptacles provided. In the case of large event the hirer must dispose of their rubbish.

The kitchen & toilet must be left in as clean a condition as found. All tables & chairs must be returned to where they were found.

- No fixtures should be attached to the building unless they are of a temporary nature. The hirer shall remove any signs displayed both inside & outside of the church at the end of the event.

- The PCC will not accept any responsibility for any property/items left behind after the period of hire has elapsed.

- No fire exits may be blocked, chairs or other obstructions must not be placed in front of heaters or fire appliances removed or tampered with.

- No additional lights or extension from existing

light fittings shall be used without prior consent of the churchwardens.

- Smoking or vaping are NOT permitted in any parts of the building at any time.

- The church will be opened & closed by a designated representative of St Nicholas

Church.

- The hire period is the time that the hirer commences & finishes using the church. This must include the time taken for rehearsal time prior to the event & clearing up afterwards