



**Wallingford Parochial Church Council  
The Church of St Mary le More**

**Booking the Church Premises and Conditions for Use**

**Booking Procedures**

After reading the terms and conditions of letting please complete all sections of the enclosed form and send it to the Letting Coordinator.

The minimum hiring period shall be one hour and full details of the programme are required. We will then make all necessary checks before confirming the booking. Full payment is to be made 7 days in advance. Representatives of the church shall, at all times, have free access to the premises for the purposes of inspection and we reserve the right to cancel any letting. The sub-letting of any part of the building is prohibited.

**Regular Bookings** are welcomed and will be subject to a trial period of 3 months. Payment is to be made in advance on a quarterly or term time arrangement.

**Conditions for Use**

**1 Use of Kitchen Facilities**

Those hiring any part of the premises are entitled to use of the kitchen facilities but must adhere to the Food Safety regulations and follow the Food Hygiene rules displayed in the kitchen area.

**2 Licensing**

The church does not have a license for the sale of alcohol. When alcoholic refreshment is to be sold, a license that complies with current licensing regulations with regard to public events must be obtained by the Hirer and a copy provided before booking can be confirmed.

**3 Child Protection**

The Church implements a Child Protection Policy for activities involving children. This policy does not extend to activities organized by the hirer, who must obtain and demonstrate that they have their own CRB checked personnel, as appropriate.

**4 Advertising**

It is expected that individuals and groups using the amenity would undertake their own publicity as appropriate.

**5 Fair Trade and Recycling**

The church encourages hirers to use Fair Trade products and containers are provided for recyclable materials.

**6 Access**

Access to the building will be through the North Door which has a ramped entrance and deliveries of equipment can also be made through this entrance. The entrance area must be kept clear for emergency services.

**7 Car Parking**

There are two large car parks a short walk away. The hirer is responsible for parking arrangements.

**8 Musical Instruments**

The organ and piano may be used subject to application, on the booking form, and approval from the Church Director of Music. Users are responsible for the cost of any tuning in addition to the church's requirements.

**9 Performing Rights**

The church does not have a PRS license. A license that complies with current regulations must be obtained by the hirer if necessary.

**10 Health and Safety**

Health and Safety Regulations must be observed at all times. A copy of the building's Safety Policy will be made available to hirers who shall be responsible for the security and safety of the premises during the letting and shall liaise with the Letting Supervisor in this matter where appropriate. The hirer or his/her representative must be in the building whenever the doors are unlocked. There is a legal requirement for a Risk Assessment form to be completed by the hirer.

**11 Liquids and Materials.**

No dangerous liquids, noxious substances or inflammable materials of any sort may be brought into the premises.

**12 Fire Escape Routes**

All exit doors will have been unlocked by the Lettings Supervisor, and all approaches, doors and passages within the building must be kept entirely free from obstruction. Hirers should be aware of all marked fire exit doors and extinguisher equipment and in all cases of doubt should liaise with the Lettings Supervisor. It is the hirer's responsibility to inform their ushers and stewards about the escape routes and what to do in the event an emergency.

**13 Accidents And Emergencies**

Hirers are responsible for their own First Aid arrangements, to ensure that the First Aid Box is located and examined and to complete the accident report book if an accident happens. The building's address is St Mary's Church Wallingford, Market Place, Post Code OX10 0DX. There is no telephone on the premises.

**14 Public Liability Insurance**

Hirers of the building should ensure that they have Public Liability Insurance to cover the event for which the building is hired. The Church's insurance will not cover any accidental damage to, or caused by, equipment brought onto the premises by the hirer. The church is insured against claims arising out of its own negligence.

**15 Damage**

The hirer shall be required to pay for any breakages, losses or damage to property arising out of the letting. Please report any damage to the Letting Supervisor. Sticky labels are not to be put on chairs, walls or paintwork. Items of lost property handed to the Lettings Supervisor will be retained for two weeks and then disposed of.

**16 Standards**

The grounds, building, furniture and equipment are the day-by-day surroundings for the church and the town centre. Within our limited resources we keep these facilities to the highest possible standard in the interests of everyone. Hirers using these facilities are required to maintain these standards.

**17 Conclusion of Event**

Hirers must leave the premises clean and tidy and when the kitchen facilities are used they must be left in the same condition as found. Switch off all lights and appliances after use. A box of cleaning equipment will be made available for spillages. All staging and electrical equipment must be removed and all furniture and fittings are to be restored to their rightful places. Litter must be collected and disposed of in the containers provided. All materials and other properties must be removed from the premises within 24 hours. After a Saturday evening hire, the church must be fully restored ready for Sunday services.

**Finishing Times**

Latest finishing times for hiring will be 22.00 hours.