

St Andrew's Ombersley – Hire Booking

1 Organisation / Organiser

Name of Organisation & Person responsible for event	Contact Number

2 Date of Hire(s)

Date(s)	Time - From	Time - To	Narthex / Church only /Church + Heat	Total Cost of Hire
				£

3 Insurance

It is essential that the correct insurance is in place to cover the event. Ombersley PCC authorised events are covered. Organisers of other must confirm **at the time of booking** that they have their own insurance for Public Liability.

Event Name	PCC Authorised Y / N	Others – Confirmation that Public Liability Insurance is in place

4 Equipment Required

Chairs	Tables	Hot drinks/mugs	Plates/cutlery

5 Acceptance of Hiring Conditions

General Information and Conditions of Hire are detailed overleaf. There is also an 'Events Guidance' including risk assessment information. Please confirm that you have read and understand your responsibilities.

Organiser signature	Date

6 Deposit (50%) Received /Waived

Received / Waived by (signature)	Date

St Andrew's Ombersley – Hire Booking

Information and Conditions of Hire

Hire Charges

£10 per session for Ombersley Parish groups/individuals: £15 session (a session being not longer than half a day eg 4 hours) for others

A Deposit of 50% will be required at the time of booking. This may be waived at the discretion of the PCC. The total booking fee or balance is due immediately following the event(s) taking place, subject to any adjustments agreed upon. **A copy of the booking form will be regarded as the invoice.**

Please pay by BACS to:	Ombersley St Andrews PCC Account
Sort Code: 40 – 52 - 40	Account No: 00016084

Please email notification of payment to the Treasurer, James Martineau - james@jamstorks.com

Toilet

The toilet is in the north-west lobby from the Narthex.

Refreshments

A preparation area is in the south-west lobby from the Narthex where mugs, crockery and cutlery are stored. Food warmers are also kept here. **The PCC expects that those hiring the Narthex/church will be responsible for providing and managing any refreshments.**

Please ensure that all items used are accounted for, cleaned and returned to their normal storage place. Damages should be reported and a replacement charge will be made.

Equipment

Hirers will be responsible for clearing equipment away, unless otherwise agreed with the Verger or a Churchwarden.

Cleaning

Normal cleaning of the church (including the Narthex) is carried out by voluntary helpers. Their job is to keep the building clean for services. As it is NOT their job to clean up after any hire of the building, **please leave the area you have hired as you found it.**

Cleaning equipment is kept in the tall cupboard (by the fridge) in the refreshment area. A dishwasher is available for larger amounts items used. If used, the cleaning cycle **MUST be completed** before the Organiser leaves the Church.

All dirty / used disposable equipment should be placed in the dustbins which are outside the Vestry (north side) entrance.

Insurance

Events authorised by the PCC are covered by the insurance policy in the name of St Andrew's Ombersley PCC. To date these are:

- Active Coffee – who meet once a month in the Narthex
- Handbell Ringing Group - who meet once a week.

All Other events The organisers will have to confirm at the time of booking that they have their own insurance for Public Liability.

Please contact Nick Wright at Seven Parishes Centre 01905 622464 or parishes7@btinternet.com with any queries. Please email completed form to him. Thank you!