

**St Bartholomew & All Saints Church**  
1 Church Street, Royal Wootton Bassett, SN4 7BQ  
01793 853272



**Application for use of Church Premises**

**Introduction**

As a place of Christian worship we seek to serve the community, and we expect users of our premises to respect both us and our neighbours. Any activity on our premises must be in keeping with our ethical and spiritual values.

Church Croft and the Church Hall are available for hire (for suitable community activities). The church building is available for meetings, concerts, etc. when it is not in use for services. To discuss specific requirements and availability, please contact:

Church building:	The Parish Office	01793 853272
Church Croft:	Janet Gilder	01793 852861
Church Hall:	David Taylor	01793 852361

**Charges**

St Bartholomew's makes no charge for use of the church building for suitable events; donations towards the cost of heating, lighting and upkeep of the building are greatly appreciated. For other charges, see enquiry numbers above.

**Venue**

Which venue do you wish to hire? (please circle)      Church      Church Croft      Church Hall

**Hirer's contact details** (The Hirer must be over 18 years of age)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

E-mail: \_\_\_\_\_

Name of Organisation (if any): \_\_\_\_\_

**Event details**

Description of event (please describe fully): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hire required on: (date[s]) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ (start time) To: \_\_\_\_\_ (end time)

Approximate number of people attending: \_\_\_\_\_

Facilities Required: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Legal**

1. Do you intend to provide alcohol? **YES / NO**

**Note:** Church premises are not licensed for the sale of alcohol. Any tickets or advertising must not state, for example, "price includes a glass of wine" (this constitutes a sale), but can state "refreshments provided free of charge"

2. Does your event involve music? **YES / NO**

**Note:** The church has a licence for a limited number of concerts. If your event is not covered by our licence we will need a copy of your PPL/PRS licence or a statement explaining why this event is exempt.

3. Have you carried out a risk assessment?  
(See Terms & Conditions para. 10) **YES / NO**

4. Do you have a Safeguarding Policy in place?  
(See Terms & Conditions para. 13) **YES / NO / NOT APPLICABLE**

**Agreement**

I confirm that I have read and understood the Terms & Conditions of Hire, and I accept responsibility for ensuring that everyone attending the above event abides by those Terms & Conditions.

Hirer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**NOTE: Your booking is provisional until you have received confirmation.**

**RETURN THIS FORM TO THE PARISH OFFICE**

**Approved on behalf of the PCC**

Risk assessment carried out? **YES / NO**

Safeguarding in place (if applicable)? **YES / NO / NOT APPLICABLE**

Music licence received / exemption verified (if applicable) **YES / NO / NOT APPLICABLE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**FOR OFFICE USE**

**Signature**

**Fee received (if applicable)** \_\_\_\_\_

**Booking confirmation notified to hirer** \_\_\_\_\_

**Booking in diary** \_\_\_\_\_

**Keyholder arranged (to unlock / lock up)** \_\_\_\_\_

**Special requirements arranged (eg. moving furniture)** \_\_\_\_\_



## Terms & Conditions for Use of Church Premises by a Third Party

### General

1. 'The Hirer' is the person who signed the Hire Agreement.  
'The PCC' is the Parochial Church Council of the Parish Church of St. Bartholomew & All Saints, Royal Wootton Bassett.  
'Church premises' or 'the premises' includes the church building, Church Croft and the Church Hall.
2. No agreement to use church premises exists until:
  - a fully completed application has been approved by the PCC; and
  - any fee payable has been received by the church; and
  - an appropriate 'regulated entertainments' licence or a statement of exemption has been submitted to the church (if applicable); and
  - you have received confirmation of the booking (this may be by phone or e-mail).
3. The Hirer must be over 18 years of age and be on the premises throughout the period of hire.
4. The Hirer may not assign this agreement to any other person.
5. The Hirer is not permitted to use the premises other than for the event detailed on the booking form. Any changes must be notified to the PCC who reserve the right to refuse consent to such change.
6. The Hirer, during the period of hire, will be responsible for the care of the premises and the good conduct of attendees, including the provision of adequate stewarding.
7. The Hirer must have due regard to the premises as a place of Christian worship and ensure that its dignity and atmosphere are maintained. The Hirer must not permit any activity that is contrary to the church's ethical and spiritual values, or that may damage the reputation of the church within the town.
8. No animals are permitted on the premises with the exception of working animals accompanying their disabled owner (eg. guide dogs).

9. Should it prove necessary to summon the emergency services, quote post code:

**SN4 7BQ (Church and Church Croft), SN4 7BW (Church Hall)**

### Safety

10. The Hirer is required to undertake a Risk Assessment reflecting the specific nature of their event to ensure compliance with all relevant Health & Safety legislation. In particular the Hirer has a legal responsibility for conducting their activities in a way safe from fire. Under the **Regulatory Reform (Fire Safety) Order 2005** the Hirer is required to appoint a **Temporary Responsible Person** and prepare an **Emergency Plan** for each event.

The **Emergency Plan** should include, but is not limited to, the following information:

- the duties & identity of individuals who have specific responsibilities if there is a fire;
- who is supervising and how to identify them;
- location of exits and escape routes;
- the location of assembly points;
- the emergency warning signal;
- the arrangements for fighting fire;
- the arrangements for the safe evacuation of persons identified as being especially at risk, including those with disabilities, children and members of the public;
- who will be responsible for calling the fire and rescue service;
- who will meet the fire and rescue service on their arrival;
- plans to deal with people once they have left the premises, especially children;
- arrangements for ensuring escape routes and exits do not become blocked;
- arrangements for limiting or controlling the number of persons in the premises, where necessary.

11. The Hirer is responsible for the provision of adequate First Aid arrangements during the period of hire. Any accident occurring during the period of hire must be reported to the PCC at the earliest opportunity and an accident report from completed.
12. The use of candles, naked flames, fireworks or any form of pyrotechnics is not permitted. (Small candles, such as birthday cake candles, may be used with prior permission from the PCC).
13. If the event involves children or vulnerable adults (who are or may be at risk of neglect or abuse) the Hirer must provide written confirmation to the PCC that a Safeguarding Policy is in place and the Hirer's risk assessment must provide for adequate stewarding and care of vulnerable people.

### **Property**

14. The Hirer is responsible for the security of the premises during the period of use.
15. The PCC will not be liable for any loss or damage to property or goods used or exhibited on the premises or left by the Hirer or persons attending the event.
16. The Hirer is responsible to the PCC for any damage caused by or arising from the Hirer's event, whether to the fabric of the building, internal finishes or fittings or to any property or furniture or other items owned by the church. In the event of such loss or damage, the PCC may require the Hirer to reimburse the PCC for the cost of repair or replacement.
17. No alterations to the existing lighting arrangements or the installation of additional electrical socket outlets are permitted. Extra lighting, public address systems, audio-visual or similar equipment may only be used with prior agreement and any approved additional electrical equipment intended for connection to a church electrical circuit shall be subject to a current Portable Appliance Test (PAT) certificate.
18. Extra fittings, staging, scaffolding, curtaining, props or decorations may only be erected or brought into the premises by prior arrangement. No prop, decoration, sign or other article may be fixed, glued, taped or in any other way attached to any part of the premises or any furniture except with the prior permission of the PCC.
19. All equipment, fittings etc erected or brought in by the Hirer shall be removed immediately upon completion of the event (unless by prior arrangement). If the Hirer fails to clear such items the PCC reserves the right to do so at the expense of the Hirer.

### **Legal**

20. The church is not licensed for the sale of alcohol. Any tickets or advertising must not state, for example, "price includes a glass of wine" (this constitutes a sale), but can state "refreshments provided free of charge".
21. If the proposed event involves the preparation and/or serving of foodstuffs, the Hirer is required to comply with all relevant food hygiene legislation including The Food Safety Act 1990 and The Food Hygiene (England) Regulations 2006.
22. The church has a licence for a limited number of concerts. If the event is not covered by the church licence the Hirer is responsible for purchasing the appropriate PPL/PRS licence and supplying a copy to the PCC before the event takes place. If the event is exempt from licence regulations then a written statement to that effect must be submitted to the PCC before the event takes place.
23. The Hirer is required to have adequate Public Liability insurance cover for the event during the period of hire.
24. The Hirer must not permit any illegal activity on the premises during the period of hire.

### **Termination**

25. Should it come to the attention of the Vicar, the Churchwardens or any other officer of the church, that an event is contrary to any of these Terms & Conditions, or that the Terms & Conditions are being breached, then the agreement will be terminated. If the period of hire has already begun, then the event will be terminated immediately. In these circumstances the PCC will not refund any hire charges paid, and will accept no liability for any loss incurred by the Hirer.