

LYMPSTONE PARISH CHURCH BOOKING FORM

Scroll down to the attached next pages – for Charges and Terms & Conditions.

Bookings and Enquiries:
www.exmouthcoastalchurches.org
Telephone: 01395-263681
Kathy Whitehead
Mission Community Office
Holy Trinity Church, Rolle Road
Exmouth EX8 2AB

Keys: Collect in person from:
Clive Wilson 01395-264753
John Lupton 01395-275014
Brian Mather 01395-278594

Alcohol Licences:
PCC Secretary
Jeff Russell
01395-282853

Bookings are managed by Kathy Whitehead (01395-263681). In the first instance, please see the website www.exmouthcoastalchurches.org to check facilities, availability, charges, and terms & conditions. Heating & electricity is included. A tour of the facilities can be arranged via one of the key holders.

You can make a provisional booking, but this form must be downloaded, completed & returned to the: Mission Community Office – c/o Kathy Whitehead, Holy Trinity Church, Rolle Rd., Exmouth EX8 2AB

Payment of hire charge is deemed as acceptance of the booking and the conditions attached. Confirmation of the booking will be sent. Payment either to Lymptstone Parochial Church Council or by BACS (see Charges for Use sheet) and sent with a copy of the booking form to The Treasurer, c/o Glenhaven Cottage, Church Road, Lymptstone, EX8 5JU. Or email: johnlupton@talktalk.net You will be sent a receipt.

The church, the vestry and the west end of the church with tea/coffee/drink facilities are all bookable by the hour, as is the organ and the AV system (PA and projector/screen). There is a reduced rate for preparation/ clearing up time. The latest time for vacation of the premises is 11pm.

A RISK ASSESSMENT must be completed before the event; a RISK ASSESSMENT FORM is available separately on the web site. It must be returned to the Treasurer with your payment **four weeks** before the event.

SAFEGUARDING any lets / bookings where children and /or vulnerable adults will be present **MUST** complete the Diocese of Exeter ‘ Hirers of Church Premises,’ statement(see appendix 1) Organisations which hire church premises for work with these groups **MUST** also have a Safeguarding Policy of their own, and **MUST** provide a full copy of this to the Church before the booking commences.

Section 1 YOUR DETAILS

Your nameemail Tel:.....

If booking for an organisation, give its name

Your address
.....

Section 2 YOUR EVENT (please be specific)

.....

Day and date of event..... Start time..... Finish time.....

Preparation time..... Clearing-up time

Section 3 YOUR NEEDS: Tables? Chairs? (Heat & light is included in charge) **Circle all that apply**

Church	West End (tea-making etc)	Vestry	All areas
Will you be serving alcohol? Yes / No	Will you be selling alcohol or including it in your ticket price? Yes / No	Do you require AV facilities? Yes / No	

Section 4 BAR LICENCE. (read notes to understand why this is important) A bar licence **MUST** be arranged in advance. For further info ring Jeff Russell, PCC Secretary, tel: 01395-282853

Period when alcohol will be sold from..... to

Details of person responsible for the bar: name & address

.....email:..... tel. No.....

Section 5 AGREEMENT. By signing and returning this booking form, you agree to our terms & conditions.

SignedDate.....

CHARGES FOR USE OF LYMPSTONE PARISH CHURCH

Use of church	£12 per hour
Preparation for event (minimum of one hour) which includes heating to warm church before event	£6 per hour
Vestry	£8 per hour
Catering facilities – Tea/Coffee (includes full use of facilities and crockery etc)	£10 per event
Drinks (includes glasses)	£10 per event
Alcohol licence – cost to be advised	
AV system i.e. PA and Projector and screen (This includes an Operator for the equipment)	£20 per hour

Use of the organ will be by agreement.

There will be a 10% reduction for Lympstone Organisations.

Payment by cheque made out to Lympstone PCC, and sent to The Treasurer, c/o Glenhaven Cottage, Church Road, Lympstone, Exmouth EX8 5JU

Or payment by BACS to Lympstone PCC, Sort Code 60-08-09 Account number 57425345

TERMS AND CONDITIONS

- A. Notes and Guidance on event times and our charging and cancellation policy.
- Each part of the church has an hourly charge rate – see our charge sheet, available on the website and the church notice boards. Please give accurate starting and finishing times.
 - Bookings will be taken as firm if no adjustment has been requested once we have accepted your booking and received your cheque.
- B. Main terms and conditions of hire of Lympstone Parish Church
- The seating capacity of the church is 213 in pews and 80 on chairs. Maximum capacity is 350 if you also have people standing and/or you bring in extra chairs yourself.
 - You, either as a personal hirer or on behalf of a hiring organisation, agree by signing the booking form to:
 - Undertake a risk assessment. Please download a form from the website.
 - Respect the special nature of the building, and take full and reasonable care of the church, its facilities and equipment (water heater, organ, audio-visual system).
 - Report any damage or breakages to the key holder or the Mission Community office (01395-263 681) , and to pay reasonable costs for any repair needed.
 - Be responsible for the conduct of your event and the safety of your guests, and to give a safety briefing at the beginning of the event.
 - Leave the church clean and tidy, and to remove all rubbish out of the building into the bin by the front entrance.
 - Turn off lights, lock and secure the building after use and return keys promptly to the keyholder.
 - Tell us immediately of any changes to your requirements or if you need to cancel your booking.
 - All bookings are accepted at the discretion of the Parochial Church Council. No reason for refusal need be given.
- C. Selling alcohol
- You must have a bar licence from us if you offer alcohol for sale or include it in the price of your tickets.
 - No licence is required for a 'free bar'.
 - Please ensure you give us the details of the person responsible for the bar. We will write to this individual 28 days before your event setting out their responsibilities under the 2003 Licensing Act and transferring responsibility to them for the sale of alcohol for the event. Only when they sign and return the form will your organisation be authorised to sell alcohol at your event. This is the law.
 - No alcohol may be served to a person under 18 years of age.
- D. What happens next?
- We will send you an acceptance and confirmation of your booking by email as soon as possible.
 - Please check this when received to ensure that we have understood and recorded your requirements correctly.
 - We will also send you full details of how to obtain the keys, and how to gain access to the building. New hirers will be shown round by a keyholder by arrangement.

Appendix 1

HIRERS OF CHURCH PREMISES (Diocese of Exeter statement)

To be completed where children and/or vulnerable adults are present as part of the hiring group:

Name of Parish/Church:

Date & Time of event:

Type of event:

Please complete **either** section 1 **or** 2

1. Organisations

Organisations who hire church premises for work with children, young people and/or vulnerable adults should complete the following statement:

The organisation confirms that in all its activities with children (aged 0 – 17) and/or vulnerable adults it will comply with all current safeguarding legislation¹ and government guidance.²

We have our own child and/or vulnerable adults safeguarding policy and procedures (a copy of which will be given to the parish) and confirm that all those who staff our activities on these premises understand and have agreed to follow them and have been safely recruited with a Disclosure & Barring Service check where the role is eligible.

We understand that the parish accepts no responsibility or liability for our failure to comply with the above requirements.

Signed (on behalf of the organisation)

Date

2. Private Individuals

Private individuals hiring church premises for the purpose of ad-hoc or personal invitation events at which children and/or vulnerable adults will be present should complete the following statement:

I (in block capitals) agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults.

We understand that the parish accepts no responsibility or liability for our failure to comply with the above requirement.

Signed

Date