



Peterborough Parish Church

St John the Baptist with St Luke's

Churchwarden: Chris Brown, 6, Berkeley Road, Peterborough. PE3 9PA. Tel: 01733 266381

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Agreement for the use of Peterborough Parish Church

In consideration of St John the Baptist's Parochial Church Council (the PCC)

Permitting (The Organisation):

Address:

Organised by (Named Representative):

the use of Peterborough Parish Church (the Premises)

Date of Event:

Date:

Contact Details of Representative on the Day:

Name & Address:

Tel:

Mobile:

Email:

Invoice is to be sent to:

Name & Address:

Email:

Details of the booking are as follows:

Type of event:

Arrival (Time):

Departure (Time):

Will you require access prior to the event to set up - Please state 'Date & Time'

Will you require access after to the event to clear equipment - Please state 'Date & Time'

All equipment and property belonging to the Licensee will be removed from the Premises by: (Date & Time)

Will you be providing food or refreshments - > Will you require the use of the Kitchen Servery Area **£25**

Will you Require the use of the Organ **£50**

Charges:

Option A. Hire of the Premises **Summer £35.00 per hour** **Winter £45.00 per hour**
10% Reduction for Registered Charities.

Option B. No Charge for the use of Premises, but a retiring collection or donation in favour of St John's PCC.

Hire of Meeting Room **£15 per Hour** Small Fund Raising Events or Displays **£50 per day**

Exhibitions: (Guide Price) **£100 per week**

Regardless of which option chosen there is a single charge for the use of the Kitchen and Servery Area - £25.00 and for the use of the Organ - £50.00

Total agreed charge: £

Please Note:

1. The Steinway Grand Piano located in St John's is the property of the Vivacity. The use of Grand Piano requires the prior agreement of Lisa Helin, Cultural Development Manager. Email: lisa.helin@vivacity-peterborough.com Tel: 01733 863771

2. The use of St John's Organ requires the prior agreement of our Organist Stephen Barber Tel 01733 311731

Terms and Conditions of use of Church Premises.

1. The decision to accept or refuse the use of the Church Premises is at the discretion of the PCC.
2. All advertising should specify the name of the organisation and or person responsible for the event, and that the church is the venue, and not the organising body.
3. No furniture, fittings of the Premises may be moved or rearranged without the prior approval of the PCC. It is the responsibility of the Licensee to report any damage occurring or being noticed during the period of hire.
4. The Licensee is responsible for the paying on demand of the PCC the cost of repairing, or making good any damage to the Premises which be may occasioned during the period of hire. If the Premises are left in an untidy or unreasonable condition a cleaning charge will be levied.
5. The Premises are a strictly No Smoking area.
6. Any arrangements for the supply or sale of refreshments must have the prior Approval of the PCC.
7. If alcohol is to be sold at a function, then documentary evidence of a Justices Licence must be given to the Bookings Manager not less than 24 hours before the event. The Bookings Manager will also require written notice of the name of the person in charge, in accordance with paragraph 5 of the Justices conditions.
8. It is the responsibility of the Licensee to ensure that all electrical or other equipment, staging or any other apparatus brought onto the Premises is safe and fit for its purpose.
9. The Licensee shall not block or allow to be blocked any Fire exits, aisles or gangways at any time, and shall comply with all statutory and local requirements as to safety in the use of the premises.
10. The Premises are normally used for religious and ancillary purposes, and their design, maintenance and condition is related to those purposes. The PCC's insurance cover is limited and, accordingly it is the responsibility of the Licensee to arrange for any necessary insurance cover for the event, and for the safety and well being of all persons visiting the Premises for any purpose associated with its use. The PCC will not accept any liability in respect of the use, or for claims made against the organisers of the event.
11. A full charge cancellation fee will be levied should a cancellation be made within 3 working days of the booking time. A 50% fee (minimum £25) will be charged should a cancellation be made within 1 working week. A 25% fee (minimum £20) will be made for other cancellations.
12. The Licensee should ensure the organiser has adequate arrangements for the control of entry and supervision of the audience during and after the event.
13. The PCC reserves the right to cancel the booking, after giving notice, should the Church require the premises.

I agree to observe and perform all the Terms and Conditions of this agreement as set out.

I agree to pay the following in respect thereof the sum of £

Signed

Print Name:

Date:

You will be invoiced after the event for the amount agreed.

Notes

1. St John's Church has a Public Performance Licence, and Reproduction of Words that are within Copyright Licence.
2. The Church is situated within a Restricted Access and No Parking Zone. If you require vehicular access please apply to the Peterborough City Council for a permit.

Administration Use Only	
Event recorded in Parish Diary	
PCC Treasurer Advised	
Organisation Invoiced	
Payment Received	