



PETERBOROUGH PARISH CHURCH

St. John the Baptist with St. Luke

Churchwarden: Chris Brown, 6, Berkeley Road, Peterborough. PE3 9PA. Tel: 01733 266381
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Agreement for the use of St Luke's 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 St Luke's 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:

Charges:

Hire of premises including use of Kitchen - **£15.00 per hour**

Hire of premises on multiple occasions - **£15 per session** (approx 2 hours)

Total agreed charge: £

Please turn over and sign to accept the terms and conditions

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 Parish Secretary not less than 24 hours before the event. The Parish Secretary 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. The following details of the event will be required: What you will be charging for the event, the length of the performance, including intervals, number of intervals, the number of people expected to attend, arrival and departure time.
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:

Administration Use Only	
Event recorded in St Luke's Diary	
PCC Treasurer Advised	
Organisation Invoiced	
Payment Received	