

St. Mary's Church
Ambleside
Conditions of Hire of church Buildings.

Booking reference:

1. This agreement shall be between **The PCC of St Mary's Church, Ambleside** (hereafter called the PCC) and (hereafter called the Hirer/User) only.
2. Provisional bookings will be reserved for 7 days from the receipt of the enquiry.
A non-refundable deposit of £25 is required when making the booking reservation. The Hirer/User shall pay the balance of the prescribed hire fee (detailed on the Invoice) on or before the day of hire.
Payment by BACs:
Account name: **The PCC of St Marys Ambleside**
Barclays Bank **sort code: 20-45-28** **account number: 80774251**
(please use the Invoice No as a reference for any BACS payments)
(alternatively make Cheques payable to **St Mary's PCC Ambleside**).
3. Arrangements for access to the building and for securing the building after use to be confirmed with the Parish Booking Agent (Church Administrator) prior to your arrival on the day.
4. The Hirer/User shall vacate the Church at the end of each session in a clean and tidy condition.
 - a. Crockery used shall be left clean and dry and put away.
 - b. Any tables used shall be replaced in their original position
 - c. Any chairs used or moved shall be replaced in their original position. A plan of the church seating arrangement is shown in the Appendix.
 - d. If the Dias is re-arranged, the Dias area must be returned to configuration shown in the photo guide in the Appendix.
5. The Hirer/User shall be liable for any damage to PCC property arising from the hiring. Any damage or defects shall be notified within 24 hours to the Parish Booking Agent. Any lost property should be reported to the Parish Booking Agent as soon as possible.
6. The Hirer/User shall vacate the church building by 11pm and make sure that all water taps in Kitchenette & toilet and all lights are turned off.
7. The Hirer/User shall not carry out any noisy activity which may cause a nuisance or annoyance to neighbours. No loud music shall be played without permission.
8. No intoxicating liquor shall be sold on the premises. Smoking is not permitted in any part of the church building.
9. No resin, French chalk, chalk, sand or similar substances shall be used on the floor under any circumstances.

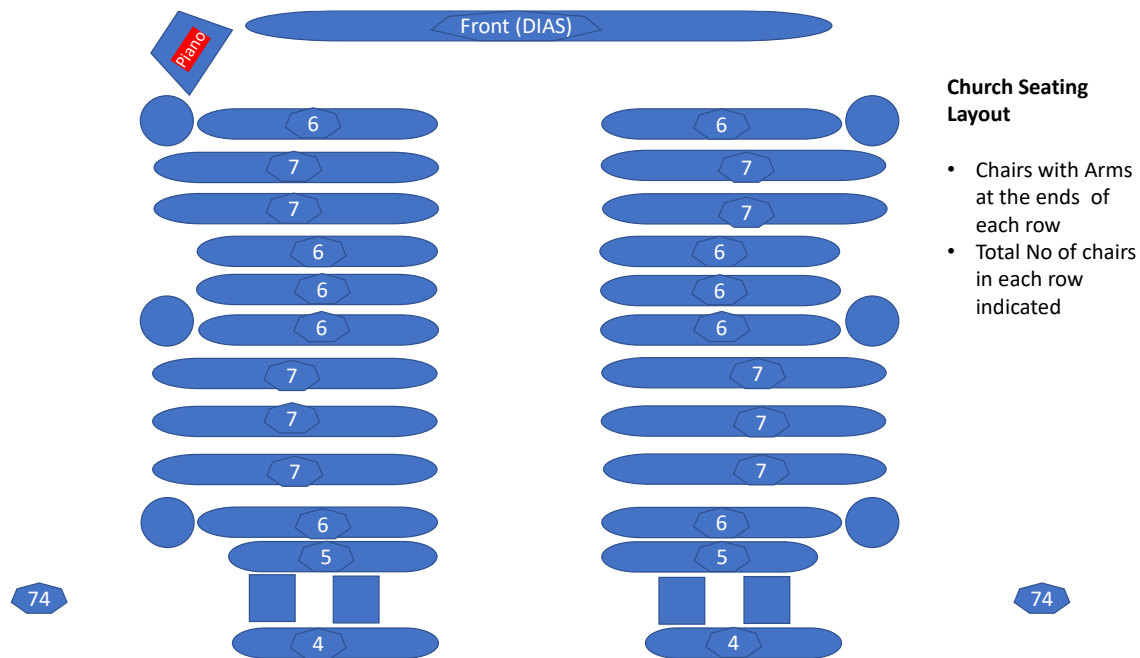
10. No public dramatic or other performances/events shall be arranged without adequate notice being given to Parish Booking Agent and the required license being obtained. **To obtain a license you should contact PPL PRS Ltd at pplprs.co.uk.** The Hirer/User shall indemnify the Church against any infringement of copyright that occur during the hiring. All Performing Right Society conditions must be adhered to when musical works are being performed.
11. No responsibility is accepted by the PCC or its officials for loss or damage to private property left or used in the church building, or injury to persons.
12. The toilets should be left in a CLEAN condition before the hirer/user leaves the church building.
13. The disposal of rubbish is the responsibility of the hirer. Waste disposal bins are available outside the Ambleside parish Centre building directly opposite the Church entrance.
14. No damage shall be caused to any surface and any spillages must be cleaned up. No items displayed on the walls or pillars of the building shall be removed without prior agreement.
15. The piano is only to be used with the prior agreement of the PCC and left in position shown in Appendix after any use.
16. Any electrical equipment brought in by the Hirer/User shall be correctly wired and tested. Any damage caused to the Church installations will be charged to the Hirer/User.
17. Parking. Please note there is limited car parking in the drive to the church building. The car parking is shared with users of Ambleside Parish Centre and cannot be made exclusively available. The roadway around the building is for **emergency access** and is not available for general parking. The PCC will not be held responsible for any loss of contents/damage to cars.
18. The Church reserves the right to refuse any application.
19. The Hirer/User must be over 21 years of age.
20. Should it become necessary by the PCC to cancel a booking the Hirer/User will be reimbursed the full amount of the prescribed fee. The Church will not be held responsible for the loss of any estimated income or actual expenses arising from such cancellation.
21. The Hirer/User shall not sub-let or assign any part of the accommodation and shall not use it for any purpose other than that for which it has been hired.
22. This agreement is to be read in conjunction with the Confirmation of Booking Form/ Invoice and becomes effective on receipt of the signed acceptance of conditions. This form must be returned signed no later than **4 weeks** prior to the event.

Signed:

Date:

Print Name:

Appendix



Arrangement of DIAS area



Arrangement of seating area

