

St Benedict's Church Group Booking Form 2021/22 – non commercial



St Benedict's Church is available for hire by groups during the day and evenings, subject to availability.

Groups and individuals that hire our building should respect the ethos and integrity of the Christian faith it represents, both in how the space is used and in adverts promoting events.

Your activity should be finished by 10pm to avoid disturbing our neighbours.

Hire of our building is at the discretion of the [vicar](#) and [churchwardens](#).

Name of Group	
Number of people attending	
Main Contact	
Mobile phone contact number	
Email address	
Planned activity	
Date(s) requested	
Time(s) requested	

Capacity and Equipment

The church can supply 100 chairs plus additional seating for about 30 people on pews. There is a drop-down screen and projector and microphones. Please discuss any technical requirements when you make a booking.

Heating

The temperature in the church is maintained at 15C. Depending on the activity you may require additional heating. Please discuss your heating requirements when you make a booking and please be advised that there may be an additional charge of £10 per 2-hour session.

Hire Charges for non-commercial events and classes

All groups £15 per hour (minimum 1 hour).
Set up & clearing up should be included in the total hire time.

Conferences, concerts and other large, ticketed events are welcome – please get in touch and we will give a realistic quotation based on your requirements.

Payment

Payment should be made in advance of the event by cash, card or Bank transfer. Card payments can only be taken in person, by arrangement. Invoices can be issued on request.



Guidelines for Groups

- Groups should not remove or alter any of the permanent objects in the church apart from chairs and tables to suit the activity.
- After use, lights must be switched off, all candles extinguished, all doors locked, and keys returned to the key safe.
- Heaters must not be covered.
- Candles should always be in a suitable candle holder and never placed directly on the furniture or carpets to prevent wax dripping onto the furnishings & fittings.
- Posters and flyers should promote your event and not the church. Please do not use images of the site to promote your event without permission.
- Any professional filming or photography to be used commercially requires a special permit. Please inquire when you make your booking.
- Groups are responsible for the health & safety of their group when using the complex. Please familiarise yourself with the layout, exits etc. It is the group leaders' responsibility to advise the group of all emergency procedures.
- Group leaders are responsible for the security of the Church during the hire period.
- Group leaders are responsible for any damage to the fixtures and fittings.
- Groups are responsible for checking if they need Public Liability Insurance for their event.

On behalf of my group, we agree to abide by the guidelines and terms set out in this document.

Signed Date

Note: a typed name in place of a signature in an electronically filled in form is acceptable.

To return this form by email you'll need to save it to your computer or device and then email the saved file to Sharon at abbeyparishes@gmail.com. You should find a save icon looking something like  or  near the top of the window.

Office use only:

Date booked	Price quoted/agreed	Entered on church diary	Approved by: