

St Benedict's Church Group Booking Form 2023

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.

The [churchwardens](#) reserve the right to refuse any booking.



Name of Group	
Approx no. of people attending	
Main Booking Contact	
Contact details (email+phone)	
Person responsible for event	
Contact details (email+phone)	
Planned activity (include rehearsal details if appropriate)	
Event Date(s) requested	
Time(s) requested (incl setup & clearing)	
Comment and/or questions. (Anything about the Ts&Cs: e.g. use of candles)	

For repeat or regular bookings please attach or email a list of your dates if they won't fit in the space above: you do not need to complete a form for each date.

Cont/d over....

Capacity and Equipment

The church can supply 100 chairs plus additional seating for about 30 people on pews. Capacity is affected by the type of event and style of layout – we are happy to advise.

The piano is available but only with prior agreement. A fee may be applied.

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 between October and April inclusive.

Table of charges

	Monday - Thursday	Friday/Saturday and Bank Holidays	Rehearsal time
Charities, not for profit events, community groups	£15 per hour Minimum 1 hour	£20 per hour	£15 per hour
Businesses, organisations and commercial events	£20 per hour Minimum 2 hours	£25 per hour Minimum 2 hours	£15 per hour



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.

On behalf of my group, we agree to abide by the guidelines and terms set out on **pages 3 and 4** following this form.

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 can either print and scan it (pages 1 and 2 only), or save it to your computer or device and then email the scan or saved file to Sharon at abbeyparishes@gmail.com. To save the file you should find a save icon looking something like  or  near the top of the window. You can also post or deliver a printed copy to **Benefice Office, 3 Church Lane, Glastonbury, BA6 9JQ.**

Office use only:

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

Terms and Conditions of Hire – the small print

By signing the booking form you are accepting these terms and conditions of hire

If any of these conditions is difficult for you, please indicate so in the “Comments and/or questions” box on the booking form, and the churchwardens will consider how to help.

1. **Booking:** St Ben’s can reserve a date for an event which will then be secured by receipt of the completed booking form. All bookings will remain as an enquiry only until the booking form is returned. Payment in full is required 7 days prior to the event. Failure to pay the invoice in this time may result in your event being cancelled.
2. **Planning:** the organisers should appoint one person to act as the main point of contact for the booking. This person will be asked to make all necessary arrangements with St Ben’s, and ensure compliance with these terms and conditions. In particular they should ensure that at the end the building is securely locked, furniture cleared and all event equipment removed. Keys replaced in the key safe.
3. **Lights:** Please note that the spotlights on the stained glass window above the main entrance are timed to stay on all night. All other lights should be switched off.
4. **Altar:** The altar area beyond the brass rail is strictly out of bounds. Groups should not remove or alter any of the permanent objects in the church apart from chairs and tables to suit the activity.
5. **Advertising/Promotion:** All advertising and public promotion of the event that bears the name, logo, and any other affiliate branding of St Ben’s must be agreed in advance. Approved posters may be displayed on our Events Noticeboard – please submit to the church warden and they will affix.

Any professional recording, filming or photography to be used commercially requires a special permit. Please inquire when you make your booking.
6. **Risk Assessment and Health and Safety:** the organisers should appoint one person to be responsible for Health and Safety elements during the time they are on site. This would typically be the same individual as acting as hirer. Event organisers are not permitted to use candles, lamps, or naked flames without prior agreement. Smoking of any kind is strictly prohibited. It is the hirer’s responsibility to ensure that they know the location of the first aid kits, fire extinguishers, emergency service contacts and the like. The event organiser is responsible for ensuring that the maximum capacity of the building is not exceeded (*Maximum Capacity 100 people including performers*).
7. **Safeguarding:** For bookings which include anyone under the age of 18, or adults considered to be vulnerable, the event organiser will be asked to confirm that they have their own Safeguarding Policy and that all adults working with the children or vulnerable persons have been DBS checked. Event organisers should follow appropriate good practice which is for at least two responsible adults to be present.
8. **Rehearsal and concert/event timings:** If rehearsals are required outside the main booking then a separate charge will be made. Events should end no later than 10pm (main door closed) to avoid disturbing our neighbours. Clearing up may continue.

9. **Servery:** Use of the servery is permitted with prior agreement. Any items used such as mugs must all be cleaned and put away after the event and the kitchen left clean.
10. **Seating arrangements:** The church should be left in the same good order as you find it upon arrival. You are responsible for setting out chairs and stacking them away at the end. (Maximum 10 chairs per stack – please refer to the plan)
11. **Staging, AV and Lighting:** Event organisers may bring their own staging, lighting and AV equipment with prior agreement with the Church Warden. Additional lighting and AV equipment must not be fixed to the fabric of the church. It is the responsibility of the organiser to ensure that the electricity supply is appropriate for any equipment used, and that any equipment will not endanger, overload, or damage the electrical supply, circuits, wirings, plug sockets, or other equipment. All electrical equipment must be PAT tested.
12. **Damage, rubbish, and candles:** Any damage caused by the event should be reported to the Church Warden immediately, and the cost of damage may be charged. When leaving, please ensure all rubbish is removed. Candles must always be in a suitable candle holder and **never** placed directly on the floor, furniture or carpets. Note that wax spilt on the stone flooring leaves indelible marks after the surface wax has been removed.
13. **Insurance:** Where applicable, event organisers must ensure that they possess adequate insurance cover at the time of the event. St Ben's may require a copy of the insurance certificate and schedule of cover.
14. **Cancellation:** St Ben's reserves the right to cancel any booking due to circumstances out of its control, or when the terms and conditions listed above have been breached. If the event organiser wishes to cancel the booking before the date of the concert or event, the following charges will apply:
 - Where the reserved time gets re-booked: no charge.
 - Notice of more than two weeks: no charge.
 - Notice of between one and two weeks: 10% of the fee.
 - Notice of between one week and two days: 25% of the fee.
 - Notice of less than 48 hours: full fee.

St Ben's reserves the right to amend or move bookings in order to fulfil its primary purpose as a place of worship. This right will not be unreasonably enforced.