



ST MARY ABBOTS PARISH CHURCH KENSINGTON

BOOKING FORM

Organisation _____ Date _____

Start Time _____ End time _____

Rehearsal date/time _____

Details of booking

Contact _____ Email _____

Conditions of hire:

1. Organisation

The hirer must appoint an authoritative manager with whom St Mary Abbots staff can liaise on the day. Under this manager's direction, the hirer must supply a minimum of 6 stewards to sell/check tickets, direct the audience and be prepared in emergency procedures.

We require that a representative from the hiring organisation evening holds a site meeting with St Mary Abbots officers 1 month in advance of the event to discuss and agree all relevant details.

2. Fee and payment

The fee for the use of the church for an event is £900. This includes reasonable rehearsal time(s) on the day of the service. If further rehearsals are agreed, they will be charged additionally at £50 per morning or afternoon session and £100 per evening session. A non-refundable deposit of £200 is required at the time of signing of this agreement and to secure the booking. The remaining £700 must be paid at least a month before the date of the event. All music fees, which includes a statutory fee of **155.00** for the use of the organ / provision of organist, and Director of Music fees are listed on the schedule attached and will be included on your final invoice. Music should be discussed separately with the Director of Music.

3. Cancellation

The booking can be cancelled at any time by giving written notice. If you cancel ten days before the event all payments to St Mary Abbots are non-refundable. Deposits are also non-refundable.

4. Rehearsal and 'Dressing Room'

The Fee charged includes a practice rehearsal from on the day. During rehearsals the church must remain open for those who come to pray and for visitors. The church can be closed to the public for the performances from 6.00pm. If required the Vicar's Parlour above the Vestry can be used as a dressing room, by prior arrangement. Note that St Mary Abbots is not responsible for any

valuables or other possession left in the Vicar's Parlour or in the church during or connected with the hirer's use of the church.

5. Catering

Drinks and cold food must be served at agreed places in the church. This should be discussed with St Mary Abbots virger in advance and prior permission obtained. Great care must be taken that nothing is spilled on any of the monuments or fitting of the church. If alcohol is consumed on the premises, the hirer must obtain a temporary alcohol licence and provide the church with a copy of the licence.

6. Access and Parking

All access, doorways and footpaths must be kept clear. There is no parking at the church. If it is necessary to deliver and collect anything by vehicle advance arrangement must be made with the Virger or other officers. Note that the church is surrounded by an historic churchyard and monuments of great sensitivity: they must be treated with the greatest care and respect.

7. Setting up and clearing away

A minimum of 6 trained and competent stewards must ensure that the church is vacated and returned to its prior state immediately after the end of the performance, and that all rubbish is cleared away in allocated bins by the required closing time. All evening events must be finished no later than 9.30 pm

8. Care of Fabric and Fittings

The Vicar and Churchwardens, and their Site Manager the Virger, are responsible for the fabric of the church and all that takes place within it, and any instructions they issue must be observed. St Mary Abbots is a listed building of significant historic as well as religious importance. The greatest care and respect must be taken of its fixtures. No item must be placed on any of the Altars. No furnishings or other items are to be moved. The hirer will be liable for the full cost of replacement, restoration and repair of any damage to the fabric, furnishings or fittings.

9. Insurance

The Incumbent, Wardens and Parochial Church Council will not be responsible for any loss or damage or injury whatsoever incurred during the use of the church by the hirer. Any loss or damage to the church or its furnishings shall be chargeable to the hirer at cost of replacement. Additionally, the hirer must have its own Public Liability Insurance cover to the value of £5,000,000 which will explicitly indemnify St Mary Abbots Church against damage or accident. A copy of this insurance policy must be given to St Mary Abbots officers in advance of the service.

10. Health and Safety

The hirer must undertake to observe all St Mary Abbots's Health and Safety procedures (we have a draft copy attached) and provide at least one First-Aider. A copy of our generic risk assessment is attached.

11. Safeguarding & Child Protection

The hirer must undertake to observe all the provisions of St Mary Abbots's Safeguarding & Child Protection Policy (copy provided).

12. Amplification

No amplification equipment is to be installed or used without prior written agreement with St Mary Abbots. All equipment must display a current PAT test label.

13. Lighting

No lighting equipment is to be installed or used without prior written agreement with St Mary Abbots. All equipment must display a current PAT test label.

14. Recording

There is a flat fee of £100 to cover any professional and non-professional photography or recording in the in church, including with a mobile telephone. Professional recording of any kind, audio or video, is to be undertaken without prior written agreement with St Mary Abbots and may incur additional fees – usually 50% of each performers fee. All equipment must display a current PAT test label. Any video or filming, if agreed, is subject to a separate agreement and terms. Under Section 182 of the Copyright, Designs and Patents Act 1988, performers have copyright of their performance and there are no circumstances under which a performer, in this case the organist and choir members, may be recorded without their consent. This is not optional – it is the law

15. Power Supply

We regret that the church has very few power sockets and only a small ampage capacity. Any expectations of being able to use electric power must be fully checked out and prior permission sought.

16. Toilets

We regret the church only has a single lavatory, which is not made generally available, except for the most acute emergencies. If lavatories are required, advise hirers to make separate arrangements. We recommend the hire of portaloos.

17. Performing Rights Society Licence

It is the responsibility of the hirer to ensure that all the appropriate licences are in place.

I agree to the terms set out in this booking form.

Signed

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[full name, block capitals]

Date