

Signed by the person named in paragraph 5 of the hiring agreement, on behalf of the PCC.

Julie Anderson.....Anderson..... Date.....

Signed by the person named in paragraph 6 of the hiring agreement, on behalf of the Hirer.

Date.....

APPENDIX 1

Terms and conditions of hire

1. CHARGES

The hire charges at St Gabriel's Church, Pimlico are £45/hour or £350/day (whichever is cheaper) for the Church, and £25/hour or £180/day for the Vestry Hall. Cheaper rates may also be offered for regular weekly bookings at the discretion of the Parish Office.

In addition, organisers of concerts and musical performances should note that there may be a charge payable to the Performing Rights Society ("PRS"), dependent on the programme arranged. Organisers of concerts and musical performances shall provide the Parish Office with the programme after the event in order for any charge to the PRS to be determined. For bookings of concerts and musical performances, an initial charge of £35 is payable at the time of booking, and if the charge levied by the PRS exceeds this figure, the Hirer shall pay the excess over and above £35 upon determination by the PRS.

Hirers booking the Church for concerts and events automatically have use of the Vestry Hall during the hire period when available.

2. DEPOSIT

A non-refundable deposit amounting to 30% of the total booking cost is payable on receipt of invoice. Such deposit shall only be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.

No booking shall be confirmed until a deposit and signed hire agreement are received by the Parish Office.

The remaining balance shall be payable via invoice by the time of the event as directed by the Parish Office.

For bookings totalling £200 and under, the full balance will be required as a deposit.

Deposit cheques and remaining balances should be made payable to St Gabriel's PCC. Payment may also be made via bank transfer using the bank account details as provided on the invoice.

3. PAROCHIAL NEEDS

As a church, St Gabriel's' primary purpose is the daily round of prayer and worship. Bookings are arranged round the times of acts of worship, and we ask for the cooperation of those who book the Church in helping us to maintain the daily schedule. Our ministry as a parish church is a priority, and, accordingly, it may be necessary to rearrange bookings at relatively short notice in the event of the Church being required for a funeral.

4. STEWARDING AND SECURITY

The Hirer shall, during the period of hiring, be responsible for the supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises. There shall be no improper use of Church property, including climbing over railings, walls, pews and other structures of the Church, nor shall adhesives (sticky tape, markings, glue, etc) be used which may damage the fabric of the Church or Vestry Hall.

Use of the churchyard, unless expressly agreed in advance, is not permitted, including use of these grounds for socialising, smoking or drinking alcohol. No recreational equipment (including bouncy castles) is permitted within the Church, Vestry Hall or churchyard. Hirers must ensure that noise levels during their event and on entry or exit are not excessive or unreasonably disruptive to the neighbourhood.

A member of staff from the Parish Office will be on hand to unlock and lock the Church, and to answer any queries, but the Church cannot be responsible for stewarding at events. A person appointed by the Hirer should remain in the porch area at all times to welcome latecomers and to deal with any enquiries or emergencies. This person should liaise with the Parish Office before the event to discuss safety and security arrangements.

The Church and/or Vestry Hall must not be left unlocked or unattended for the hire period, especially during any breaks, intervals or gaps between rehearsals and concerts/events.

Bookings beyond 22:30 will not normally be accepted, out of consideration to local residents. We also ask that at the end of an evening event, the Hirer requests guests to leave with consideration to local residents.

5. LIGHTING

Please do not attempt to adjust the lighting pre-sets, or to alter the lighting other than as directed by the Parish Office. If you have specific lighting arrangements or requests, please indicate these on the Hiring Agreement.

6. FURNITURE

Please provide details of any furniture requirements on the Hiring Agreement. Additional chairs and tables can be provided if requested in advance. Tables from the Vestry Hall may be used in the Church as long as they are returned at the end of the event. All furniture should be replaced in its original location after the event, and every reasonable effort to leave the Church and Vestry Hall tidy should be made by Hirers. All rubbish must be collected and cleared from the Church.

Church furnishings should not be moved unless express permission has been obtained from the Parish Office.

7. FACILITIES

A sink/kitchenette area and toilet are available next to the Vestry Hall. Please endeavour to leave these facilities as you find them, and to ensure any rubbish is removed.

Should additional toilets be required for larger concerts and events, portaloos can be ordered. The rental cost of these will fall to the Hirer at cost plus an administration fee of £20. Please contact the Parish Office in advance if you require this service.

Internet is available via a Wi-Fi facility in the Vestry Hall. If you require internet services, please contact the Parish Office in advance for the access code. If excessive usage is made of the Wi-Fi facility, a charge may become payable by the Hirer.

The Church's sound system and microphones may be used with prior agreement, but no adjustments may be made to the sound system itself as these are pre-set for Church services.

8. EQUIPMENT

No article such as musical instruments, furniture, flowers or food should be delivered to the Church and/or Vestry Hall before the day of your event unless prior arrangements have been made with the Parish Office. Equally, all equipment must be removed on the same day as the event unless previous arrangements have been made. All electrical equipment brought into the Church (such as instruments or microphones) must have been safety tested and have a valid PAT sticker. The Church will not accept liability for any item lost or stolen from the premises. Hirers are advised to make such checks and inspections which they deem necessary to satisfy themselves that the premises are fit for the purpose they require, and are welcome to visit the Church in advance by arrangement.

9. PIANO/ORGAN/MUSIC STANDS

A Steinway grand piano and an organ are available to those hiring the church, at a charge of £30 for the grand piano and £50 for the organ. There is also an upright piano in the Vestry Hall. Piano tuning can be arranged by the Parish Office in advance of an event if the Parish Office is notified in good time. The tuning cost will be charged to the hirer at cost plus an administration fee of £10. A few music stands can be provided, but additional stands must be brought by the Hirer if required. Please be sure to indicate any instrument requests on the Hiring Agreement.

10. PERMITS AND COMPLIANCE WITH REGULATIONS

The Hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.

The Hirer shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.

The Hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.

The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

11. PARKING

No parking is available on site, and there are no parking bays in Warwick Square designated to St Gabriel's. Equipment may be dropped off and collected at the door, but Hirers must source their own parking in the area.

12. REFRESHMENTS

It is possible for Hirers to offer refreshments in Church during intervals or breaks, but Hirers are required to leave the premises clean and tidy, and are liable for any damage due to spillages.

Alcohol may only be consumed on the premises if a temporary licence is obtained from Westminster City Council by the Hirer.

13. PUBLICITY

Hirers are responsible for publicity and advertising their event. It may be possible for the Church to display a poster on the noticeboards, although such publicity is at the discretion of the Parish Office. Similarly, it may be feasible for A5 flyers to be placed at the back of Church, and these should be sent to the Parish Office well in advance of the event. Events may also be advertised on the Church's website or weekly parochial update if they are sufficiently connected to the Church, although such publicity is at the discretion of the Parish Office.

14. HEALTH AND SAFETY

Hirers are responsible for making a safety announcement before any performance. Fire exits through the west doors and the Vestry Hall door are clearly signposted. The Hirer should ensure that first aid and health & safety provisions for those performing in and attending any event are adequate, and is responsible for arranging for first aid personnel to be in attendance if required.

Hirers are responsible for carrying out their own risk assessment of the event. For guidance and information, the PCC risk assessment is available in the resources section of the Parish website.

The Hirer is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the Hirer to ensure that the premises are safe for the purpose for which they intend to use them. The Hirer must, in the event of an accident, provide the information requested in Appendix 2 to this Agreement.

15. INDEMNITY

The Hirer shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.

16. RELATIONSHIP BETWEEN PCC AND HIRER

The Hirer acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.

17. INSURANCE

The PCC holds public liability (third party) insurance under its insurance policy. This insurance does not extend to indemnify any outside groups hiring the Church and/or Vestry Hall.

The Hirer shall be responsible for making adequate arrangements to insure against any third party claims which may lay against the Hirer or his/her organisation whilst using the premises. The PCC may require written confirmation of the Hirer's public liability insurance policy.

Individuals hiring PCC premises for a private function (e.g. children's birthday party) should check with their household insurers to ensure that the public liability cover would extend to include such an event.

18. COMMERCIAL RECORDING AND FILMING

Audio recording and filming of events is permitted only for private or promotional use. Should the recording and/or film be intended for a live or deferred broadcast (including on the internet) or commercial distribution for general sale, a facility fee of £250 shall be applied. The PCC grants permission for the recording and/or film to be used online and in social media for promotional purposes only, but reserves the right to request removal of the recording and/or film.

Please supply the name and telephone number of the recording engineer and/or filming engineer and ensure that the engineer (s) contacts the Parish Office at least two weeks prior to the concert date to arrange access and discuss the Church's facilities. There is no resident recording or filming equipment at the Church and any equipment supplied by the engineer must be removed immediately after the event.

19. SAFEGUARDING

The PCC takes very seriously its duty of care to children and vulnerable adults. The PCC Safeguarding Policy Statement can be found in Appendix 3 to this Agreement. By signing this Agreement, the Hirer acknowledges that:

- the Hirer has seen and read the PCC Safeguarding Policy Statement;
- the Hirer will abide by the ethos of this Statement; and
- the Hirer will report all concerns relating to the abuse of vulnerable groups to the relevant statutory authority.

Should the Hirer have their own safeguarding policy, this should be sent to the Parish Administrator with the signed copy of this Agreement.

APPENDIX 2

Details to be completed in the event of any accident or incident

Person injured:

Name

Address

Telephone

Time of incident

Place incident occurred

Detailed description of accident / incident (including a description of any apparatus or equipment involved) *continue overleaf if necessary*

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.....
.....

Witnesses:

Name:

Address:

Telephone:

Name:

Address:

Telephone:

(Signed witness statements should be obtained wherever possible)

APPENDIX 3

PCC Safeguarding Policy Statement



Parish of St Gabriel, Pimlico.....

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- We accept and endorse the principles set out in 'Safeguarding in the Diocese of London'.
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and vulnerable adults.
- We recognise that safeguarding is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Disclosure and Barring Service.
- We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

The PCC of this Church agreed and adopted the above Policy at its meeting on12th April, 2015.....We have appointed Mrs Valerie Michelet.....as our Church Safeguarding Officer (adults) and.....Mrs Caroline Colvin..... as our Church Safeguarding Officer (children) .

Copies of "Safeguarding in the Diocese of London" and any parish guidelines and procedures are held bythe above officers and the incumbent

The PCC shall review this policy annually. The next review will take place at the first PCC meeting following the APCM to be held on2 April 2017 and subsequently at the 2018 APCM.

Signed: *Om Alar.*

Vicar/Rector/Priest in Charge

Churchwarden

Churchwarden