



## St Peter & St Paul Church Booking Agreement

St Peter & St Paul Church, Church Lane, Great Missenden, HP16 0BA  
Three Words to locate the Church are torso.paving.cotton

Thank you for your request to book the St Peter & St Paul Church (hereafter also referred to as **The Church**) for your event. Before we proceed, please read the following booking agreement. **If you have any questions, please contact the Bookings Team.**

Booking Costs for Morning, Afternoon or Evening session:

- £ 77 per session (including rehearsal time within session)
- £ 66 for piano tuning per event
- £ 69 for streaming event through Facebook

Full payment is required at the time of booking. If a cancellation is made 4 or more weeks before the date The Church is required, a full refund will be made. No refund will be made for a cancellation of less than 4 weeks.

### **Terms and Conditions for booking The Church**

*which apply to both private bookings and those open to the public.*

This agreement is made between The Parochial Church Council (hereafter referred to as 'The PCC') of the Ecclesiastical Parish of Great Missenden with Ballinger and Little Hampden and The Hirer named below in consideration of the quoted fee.

The Hirer acknowledges the fact that they become the manager for the period of hire. The Hirer is responsible for observing and performing the Terms and Conditions as stipulated below.

### **Terms and Conditions**

1. The Church shall include the church building and the immediate land surrounding The Church.
2. All applications for the hire or use of The Church must be made by contacting the Bookings Team at [bookings@missendenchurch.org.uk](mailto:bookings@missendenchurch.org.uk)
3. The Hirer must be at least 18 years of age and to have accepted responsibility for complying with the Terms and Conditions. If The Hirer signs on behalf of an organisation both The Hirer and the organisation be jointly and severally liable for complying with the Terms and Conditions.

4. The Church may only be used for the time, dates and events agreed. Changes to the agreed booking should be confirmed by email with the Bookings Team. Time should be booked for preparation before and clearing up after The Hiring.
5. The Hirer shall not sublet The Church or any part thereof.
6. The Committee reserves the right to terminate any hiring which in its absolute opinion is not being properly conducted or in the opinion of the Vicar is inappropriate or not permitted in a Church of England Church. Should such an occasion occur The Hirer shall have no redress against The Committee. The Committee also reserves the right in such circumstances to retain the key deposit for any incidental expenses incurred.
7. The Committee reserves the right to refuse a booking and to cancel any booking or series of bookings; in which case a refund will be made.
8. It is responsibility of The Hirer to obtain any Licence required (eg. For the sale of alcohol) having first obtained permission from the Bookings Team.
9. The Hirer shall be present on the premises at all times during the hire period.
10. The Hirer shall report any damage or faults discovered on entry to The Church (not including damage/faults caused by the age of the structure) to the Bookings Team AND also any damage/loss to The Church or its contents caused within The Hiring and within 24 hours of the hiring.
11. The Hirer is responsible for any damage caused during The Hiring. The Church is a Grade I listed building and all repairs are subject to the approval of the appropriate authorities.
12. Blu tack, sellotape, tacks, drawing pins etc. must not be used on the walls or pillars.
13. No part of The Church shall be used for commercial sales unless having first obtained permission from the Bookings Team.
14. All areas of The Church and the immediate areas outside are NO SMOKING AREAS (to include all and any substances including electronic cigarettes/vapes).
15. The Hirer shall consult with the Bookings Committee with respect to numbers expected at the hiring and arrange which doors are to be considered as fire & emergency exit doors. The Hirer shall familiarise her/himself with location of the fire extinguishers. An announcement of the location of the emergency exits should to be made at the beginning of the event. **If you anticipate there will be more than 200 people at your Hiring the Bookings Team must be consulted before completion of booking.**
16. Do not operate or touch any electrical equipment should there be signs of damage, water penetration. In addition do not bring or use on the property any portable electrical appliances which have not been Portable Appliance Tested.

17. A first-aid box is in the Kitchen and the larger toilet. Please inform the Bookings Team if you use any of its contents.
18. No additional lights or extensions from existing light fittings shall be used without consent from the Bookings Team.
19. The Hirer should have their own Third Party (**aka public liability**) insurance.
20. Record any accident in the Accident Book, which is kept on the Notice Board by the main door, and report to the the Bookings Team.
21. In the event of fire and the Fire Brigade is required the building should be evacuated. The address of The Church is Church Lane, Great Missenden, HP16 0BA; and it's Three Words are torso.paving.cotton
22. To avoid accidents please keep an eye open for trip-hazards by leaving buggies, umbrellas, brooms etc. in a safe place. Also mop up spills immediately.
23. The kitchen contains a hot-water boiler, electric cooker, refrigerator with a small freezer, microwave, crockery and glasses...This equipment and the surfaces in the kitchen will be found in a clean condition and should be left the same at the end of the hiring. **IT IS EXTREMELY IMPORTANT TO CHECK THAT ALL ELECTRICAL APPLIANCES ARE TURNED OFF AND KETTLES UNPLUGGED.**
24. Please bring your own tea towels.
25. Take ALL your refuse away, including bottles and cans.
26. Children must not be allowed into the kitchen.
27. On conclusion of the hiring the fridge must be left on and all lights switched off.
28. Safeguarding refers to the collection of measures that ensure children, young people, and vulnerable adults are protected from abuse, harm and neglect in society.
29. You are required abide by the appropriate safeguarding procedures as in **The Church of England Code of Safer Working Practice** (see under Policies on Church website <https://www.missendenchurch.org.uk>) and either agree to abide by **PCC's Safeguarding Policy - Promoting a Safer Church** (see under Policies on Church website <https://www.missendenchurch.org.uk>) **or** provide a copy of your own safeguarding policy.
30. We would draw you attention to the NSPCC's 'Recommended adult to child ratios'. See below \*
31. A member of The Church will meet you at the beginning of The Hiring to ensure you have all you need and at the end to ensure all 'is back in place' and to lock up.
32. The Church be left tidy at the end of The Hiring. If the kitchen is used all areas including the work surfaces should be left clean.

33. All furniture must be returned to its place before The Hiring; photographs taken on a mobile phone may help.
34. Property of The Hirer and other users is to be removed at the end of the hiring. The PCC accepts no responsibility for property left on the premises and has the right to dispose of such property at the Hirer's expense.
35. The Hirer is asked to ensure that all persons attending the function show due consideration to those living in Church Lane and Church Street by leaving the premises quietly.

\* We would draw your attention to the NSPCC's 'Recommended adult to child ratios'. From NSPCC website: There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. We've put together some best practice guidance to help other organisations work out how many adults are needed to supervise children safely. We recommend having at least two adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- under 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

We recommend having at least two adults present, even with smaller groups.

If young people are helping to supervise younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

**Please complete the page/boxes below; detach; and return to The Parish Office (you might like to keep a copy for your organisation).**

May 2024

**re: Church Booking Agreement**

In signing the form below you will be agreeing to abide by the Terms & Conditions above

Purpose of Hiring	
Date of Hiring	
Hours of Hiring	
Total Cost	£
Name of Hirer	
Organisation	
Address	
Postcode	
Telephone	
Email	
Signature	
Date signed	