



EVENTS TERMS AND CONDITIONS

1 DEPOSIT AND CANCELLATION

For events booked more than 1 month in advance a deposit of 50% is payable at the time of booking. The booking will only be confirmed once we receive the deposit and the completed booking form.

The remaining balance shall be payable **4 weeks** prior to the event. Bookings made **within a month** of the event must pay **in full** at the time of booking. In the event of **cancellation**, the deposit shall be refunded as follows: events cancelled 3 months before the event – full refund of deposit.

events cancelled up to 1 month before the event – 50% of deposit; regrettably, if events are cancelled within 1 month of the date the deposit shall be forfeited.

Deposit cheques should be made payable to: All Saints West Dulwich PCC or bank transfer to Sort Code: 40-52-40, Account No: 00034710, Account Name: The PCC of the Parish of All Saints West Dulwich

Cancellation of a booking must be given in writing or by email. All Saints will give regular hirers 4 weeks' notice if the agreement is to be terminated. NB: All Saints reserve the right to refuse any proposed booking without giving reasons.

2. STEWARDING

All Saints will ensure that staffing are contactable at all times during the event. Rental charges include caretaking costs. The stewarding of events and operation of box office is, however, the responsibility of event organisers. We require that for all events of up to 400, there are at least 4 of your staff on the door. For larger events there should be an additional 2 stewards per 100 people. A person appointed by the event organiser should always remain in the porch area during the event to welcome latecomers and to deal with any enquiries or emergencies. This person should contact All Saints prior to the event to liaise with the Buildings Manager and arrange to meet the BM an hour before the event to discuss safety and security arrangements.

3. REHEARSAL SCHEDULE

Please give accurate details of your proposed timetable for the booking period.

Please specify whether or not event organisers will be in the building between the rehearsal and concert/event start time.

4. CHILDREN'S PARTIES

When planning parties, please allow **around 30 mins each way for setting and clearing up**. The hirer will be responsible for setting up tables and chairs. After the event has

finished, the hirer will return tables and chairs back to the storeroom. All Cleaning equipment is stored in the kitchen area. Please note **Bouncy Castles** are permitted for children's parties, but please ensure that you provide the details of the company to the Events Manager. All Health and Safety regulations relating to Children's Entertainers must be observed.

5. CHURCH SERVICES

All applicants for hire of any part of the complex must appreciate that the ecclesiastical demands of All Saints Church and its associates have overriding priority. Whilst these are usually planned well in advance, there may be occasions when it is necessary to cancel any hiring at short notice. In these circumstances, all deposit and hire charges will be refunded in full. We ask for the co-operation of those who book the church in helping us to maintain the balance between the church as a place of prayer and the church as a venue. **The complex or any part is not available for hire on Sundays.**

6. FURNITURE

Please give details of any furniture requirements. Additional seating (chairs) is available within the church, and tables are available for use in the church, Crypt Hall and café area. Tables and chairs must be returned to their place of origin at the end of the event. We require that every reasonable effort to leave the church and hall tidy is made by event organisers and stewards. The piano and church furnishings should not be moved except with express permission.

7. OTHER REQUIREMENTS

Please give as much detail as possible about your requirements, including whether use of the piano or pipe organ is required. There will be a charge for the use of these instruments. It is the responsibility of the organisation to get the piano tuned. Due to restricted green room space, organisers of events involving more than 80 performers must book the Crypt Hall to ensure adequate changing and storage facilities. Please note that the Crypt Hall has limited availability during the week and is only available on Saturday from 2pm.

8. DEPARTURE

Activities must end prior to, and the premises vacated by midnight. All hirers must therefore plan for activities to have ended by 10.00pm to give time for tidying and cleaning up. An additional charge of £50 per hour will be added to the final bill for late departures.

9. NOISE

Noise is to be always kept to a reasonable level so as not to inconvenience neighbours and especially when leaving. Use of amplified music should be contained within the main crypt hall.

10. REFRESHMENTS

If the hirer wishes to serve refreshments, the hirer or their caterer must bring their own crockery, cutlery, ingredients and facilities for removing all such equipment and rubbish at the conclusion of the function. No rubbish of any kind must be left either on or outside the premises. If the toilets are used for changing nappies, soiled items must also be removed from the premises. A limited number of glasses are available for hire with a £10 returnable cash deposit paid on the day of the event: please contact the Parish Office in advance.

11. PARKING

The roads in the vicinity normally provide adequate parking space but drivers are asked to respect the rights and convenience of our resident neighbours. Please park on Rosendale Road, as this causes less of a disturbance to our neighbours. There are two disabled parking bays outside the church in Lovelace Road.

12. CHURCH BUILDING

No alterations or modifications to the electrical, gas and water installations are to be made by the hirer. No nails, tacks screws etc shall be driven into any walls, floors, fittings, furniture or structure nor shall any adhesive substances be attached to them. The hirer is responsible for the preservation of good order during the period of hire, and for any damage that may be done to the structure, fabric, furniture and fittings during or in consequence of the hiring. In the event of any such damage All Saints may make it good and the hirer, by acceptance of the hiring subject to these conditions, shall be deemed to have undertaken to make restitution.

13. INSURANCE

All Saints does not accept responsibility or liability for any stage property, scenery, musical instrument, articles of clothing or any third party items used or left at the complex.

The hirer is responsible for and if so requested the hirer will provide evidence of public liability and material damage insurance cover being in force for the duration of the hire period.

14. FIRE

The whole of the complex is a non-smoking area. The entrances, welcome area, and all exits from the complex must be kept clear and free of obstructions at all times, this includes the paved pathway leading to the main entrance of the church.

15. DELIVERIES

All deliveries must be unloaded at the kerbside on Lovelace Road/Rosendale Road.

16. PROTECTING CHILDREN & VULNERABLE ADULTS

Hirers intending to bring children and vulnerable adults onto the premises should note that the PCC has policies for protecting children and adults. Those attending to hire the premises on a regular basis will receive a full copy of the policies and will be required to make a declaration that they agree to abide by them. They should also supply us with their policy if they have one. Occasional hirers will receive a letter giving guidance about our expectations.

Contact Details:

Parish Office (Mon-Friday): 020 86764550

Events Administrator Zorah Baig: events@all-saints.org.uk

I enclose a deposit of £ _____ (cheques made payable to All Saints West Dulwich PCC or by bank transfer (see clause 1 for bank details))

I undertake to pay any outstanding charges as invoiced not later than one month prior to the date of hire and to abide by and observe the conditions of use as laid out above.

I accept the above terms and conditions and confirm that our organisation has public liability insurance cover for all activities on church premises. In the case of any public performance I undertake to respect the limitations associated with ecclesiastical premises and to be responsible for the character and conduct of activity, to obtain any licence and make any returns that may be due to Lambeth Council, the Performing Rights Society in respect of any choral or instrumental music, or to the publisher in the case of dramatic performances.

Signed: _____ Print name: _____

Date: _____