

## **The Priory Church of St Mary & St Blaise, Boxgrove.**

Vicar: The Revd Ian Forrester, The Priory Vicarage, Church Lane, Boxgrove, Chichester PO18 0ED  
Temp. Bookings Manager: Richard Chevis, Cowslip Cottage, Dairy Lane, Maudlin, Chichester PO18 0PE  
01243 539836 or email rgchevis@btinternet.com: [www.boxgrovepriory.co.uk](http://www.boxgrovepriory.co.uk)

### **Agreement for the use of Boxgrove Priory Church / St Blaise Centre**

In consideration of Boxgrove Priory Parochial Church Council (the PCC) allowing the use of Boxgrove Priory Church \* (the Premises) and /or the St Blaise Centre \* (the premises) to the following:

\* = delete as applicable

Permitting (The Organisation): Including Charity or company number if appropriate	
Address:	
Organised by (Named Representative):	
Date of Event:	
Details of the booking are as follows:  Type of event:  Arrival (Date & Time):  Departure (Date & Time):	
Will you require access prior to the event to set up Please state 'Date & Time'  Will you require access after to the event to clear equipment - Please state 'Date & Time'  All equipment and property belonging to the Licensee will be removed from the Premises by:	

(Date & Time)	
<p>Will you be providing food or refreshments - Will you require the use of the St Blaise Centre</p> <p>Will you require the use of stacking chairs - (It will be the licensee's responsibility to set up and put back all chairs and benches used)</p>	
<p>Contact Details of Representative on the Day:</p> <p>Name &amp; Address:</p> <p>Mobile Tel:</p>	
<p>Invoice is to be sent to:</p> <p>Name &amp; Address:</p> <p>Email:</p>	
Cheques should be payable to	The Priory Church of St Mary and St Blaise

**Charges:**

The Charges will be in accordance with the latest published charges for the Priory Church.

The licensee will be responsible for paying any Performing Rights Society charges levied on the PCC.

Regardless of which option is chosen where applicable heating will be charged at £15 per Hour in the months November to May inclusive

**Total agreed charge: £** **Plus any PRS fee**

Please Note:

The use of the Priory Organs requires prior agreement. Will this be required?

Please sign below to accept the terms and conditions

## **Terms and Conditions of use of Church Premises.**

1. The decision to accept or refuse the use of the Church Premises is at the discretion of the PCC.
2. All advertising should specify the name of the organisation and or person responsible for the event, and that the church is the venue, and not the organising body.
3. No furniture, fittings of the Premises may be *moved* or *rearranged* without the prior approval of the PCC. It is the responsibility of the Licensee to report any damage occurring or being noticed during the period of hire.
4. The Licensee is responsible for the paying on demand of the PCC the cost of repairing, or making good any damage to the Premises which be may occasioned during the period of hire. If the Premises are left in an untidy or unreasonable condition a cleaning charge will be levied.
5. The Premises are a strictly No Smoking area.
6. Any arrangements for the supply or sale of refreshments must have the prior approval of the PCC.
7. If alcohol is to be sold at a function, the PCC holds a Premises Licence. The Bookings Manager will require written notice of the name of the person in charge, in accordance with the regulations.
8. It is the responsibility of the Licensee to ensure that all electrical or other equipment, staging or any other apparatus brought onto the Premises is safe and fit for its purpose.
9. The Licensee shall not block or allow to be blocked any Fire exits, aisles or gangways at any time, and shall comply with all statutory and local requirements as to safety in the use of the premises.
10. The Premises are normally used for religious and ancillary purposes, and their design, maintenance and condition is related to those purposes. The PCC's insurance cover is limited and, accordingly it is the responsibility of the Licensee to arrange for any necessary insurance cover for the event, and for the safety and well being of all persons visiting the Premises for any purpose associated with its use. The PCC will not accept any liability in respect of the use, or for claims made against the organisers of the event.
11. The following details of the event will be required: What you will be charging for the event, the length of the performance, including intervals, number of intervals, the number of people expected to attend, arrival and departure time.
12. The Licensee should ensure the organiser has adequate arrangements for the control of entry and supervision of the audience during and after the event.
13. The PCC reserves the right to cancel the booking, after giving notice, should the Church require the premises. the PCC shall not be liable to the Hirer for any resulting loss or damage whatsoever
14. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the Owner shall not be liable to the Hirer for any resulting loss or damage whatsoever
15. The Licensee must ensure that they hold sufficient insurance cover for the event being organised and evidence must be provided to the Bookings manager before the event.

**I agree to observe and perform all the Terms and Conditions of this agreement as set out.**

**I agree to pay the following in respect thereof : the sum of £     as Deposit and the balance immediately upon invoice.**

**Signed**

**Print Name:**

**I confirm that I am authorised to sign this document.**

**Date:**

You will be invoiced after the event for the amount agreed.

**Notes which form part of the agreement**

On the North side of the Church there is limited parking in the small English Heritage car park and this should only be used for a maximum of 10 cars for loading and unloading and cars with a legal disabled badge holder certificate..

Those attending must be advised to park in the Public Car park and not at the church. There must be one parking steward per 50 tickets or part of 50 tickets sold for concerts and such occasions.

There must be one steward for 50 persons or part of that number in the church who should be easily identifiable.

If alcohol is sold or consumed in the church or its curtilage the organiser must ensure compliance with local authority licence conditions particularly relating to consumption of alcohol by minors.

**Administration use:**

Event recorded in the Priory / SBC Diary

PCC Treasurer advised

Organisation invoiced

Payment received