St. Thomas's Church Event Booking Form

THIS FORM MUST BE COMPLETED AND RETURNED Your booking will only be confirmed after this form is completed and returned.
Name of the organisation:
Date of event : Access time for performance start : Time the event starts : Anticipated finish time including clearing up. *The time you indicate will be the time we lock the building and the staff will go home.* We ask that you clear away as promptly as possible at the end of your event. A delay with packing away may result in us making an additional £50 charge.
Please detail any rehearsal time needed: Do you need microphones or any other special layout for your rehearsal?
Name of contact: Email : Phone number: Postal address:

Mobile contact	Please supply a mobile phone number in case we need to contact you on the day of the event:
Concert details	Please supply the name of the event and an outline of the content.

We are happy to promote your event on our website and diary. Please add a web site link or event details including costs and how to buy a ticket:

Before your event can take place we will need:

- A copy of this booking form signed (or returned to us via email) to show you comply with our terms and conditions.
- A copy of your insurance documentation.
- **Full payment at least two weeks before the event.**

Please read the information below and add yes to each box on the right marked with an ***** to show you agree to the terms and conditions.

Agreement	St. Thomas's Parochial Church Council (The PCC) requires an authorised signatory to either sign this agreement or return via an authorised signatory's email it to the Parish Manager, office@stthomassalisbury.co.uk or St. Thomas's House, St. Thomas's Square, Salisbury SP1 1BA. Bookings are not accepted without the form.	** Please mark with yes to agree.*
Deposit	If required, please pay the 25% deposit with the booking form, to confirm your booking, and the balance of the charges no less than two weeks before the event. In most instances this deposit is non refundable. Payment details are at the end of this form.	*
Copyright	For any concert where copyright protected music is performed, there is a form which must filled in and returned to the Performing Rights Society. This is routine practice for concerts of any size. If the ticket receipts do not come to the church, it is the responsibility of the	*

	promoter to fulfil these requirements; the church is functioning purely as a hired venue.	
Timings	The hiring agreement includes the hours for which the hirers have agreed to pay. Please include time for your audience to arrive and leave, and for any preparation and clearing up that you will need to do, as our staff will have to be present during this time. Please note that bookings should end by 11pm.	*
Electrical Equipment	Any electrical equipment brought by the hirer into the Church must be fully BEAB safety tested and approved. The PCC takes no responsibility for any accident or damage caused by the hirer's equipment. Power cables must be kept clear of aisles and walkways and must not cause any obstruction or put any person in the building at risk. **Staff: The PCC requires a member of staff to be present** for the entire booking, including any rehearsal or any period prior to a performance. **We reserve the right to charge for this member of staff's time**. A member of staff will also be present at all performances. In addition, at the time of performances (but not for rehearsals) the PCC will appoint Fire Stewards who will be in control of emergency and other exits from the church.	*
Fixtures and Fittings	No furniture or furnishings in the Church may be moved without prior permission. If hirers have such permission, all fittings etc. must be replaced before the hirers leave. **Nothing may be fixed to any part (wall, pillar, furnishing etc.) of the Church by nails, screws, adhesives or by any other means.**	*
Organ	There is a fee of £130 for use of the organ, please confirm whether you will need an organist. If you wish your own organist to play the organ, please obtain prior approval from the parish office giving the name and qualification of the organist.	*
Child Protection	Performers or other participants under the age of 18 are the responsibility of the organisers. If young people will be involved in your event, we ask you to indicate this on the booking form and to reassure us that you have a child protection policy which includes CRB disclosures. **If applicable, do you have a Child Protection policy which includes DBS disclosures? Please delete as appropriate below.** Yes / No / Not applicable (i.e. no participants under 18)	*
Personal Possessions and Insurance Requirements	The PCC will not be held responsible for any personal belongings or equipment belonging to hirers or the general public. (It should be noted that the Church is open to the public during the day and is often visited by tour groups and individual tourists. The PCC advises that hirers take care of bags and other equipment.) Performers and organisers should ensure that their possessions are covered by their own insurance policies. The insurance policy held by the PCC does not extend to indemnifying groups hiring the premises. We therefore require hirers to confirm on the booking form that they have public liability cover for their activity in church**. In addition, it is a requirement of our insurance cover that we hold a photocopy of your proof of insurance cover for the event, this must be sent into the parish office with this booking form.**	*

Health and Safety	All overhead nave lights must be switched on when there is public access during hours of darkness, including rehearsal time. These may be dimmed if wished during performance.	*
First aid	A first aid box is available in the kitchen area which a steward can make available if needed. A wheel chair for use in emergencies is also available situated by the St. Michael's Room door on the south side of the church.	*
Refreshments *A fee will be applied for the use of the kitchen*	Tea and coffee may be made in the church kitchen and pre-prepared cold food served but under health and safety rules no food preparation or re-heating is allowed. You should bring your own supplies of tea, coffee, milk, sugar, paper cups etc. If the kitchen is used, it must be left clean and tidy and crockery/cutlery washed and replaced in the cupboards in the kitchen. Breakages will be charged. Food may be brought in for consumption by performers provided no waste is left. **Please take all recycling and rubbish home with you.** If you are using the kitchen is it for: Rehearsal ☐ performance ☐ both ☐	*
Toilet Facilities	There is one toilet available in church, suitable for disabled people. The nearest public conveniences are in the Market Place and in the Central Car Park (which has facilities for the disabled) both of which are only a short walk from the Church. If you have a large choir or orchestra it will be more convenient to hire St Thomas's House. Please email the Parish Office office@stthomassalisbury.co.uk for details and charges.	
Parking	There is no parking in St. Thomas's Square. Arrangement should be made with Salisbury District Council Parking Ambassadors for a parking permit for hours during the working day. Phone 01722 434 326 for more information. Please be considerate to our neighbours whose drives are sometimes blocked by vehicles parked in the square.	

If you are organising an event and want to serve or sell alcohol, provide late night refreshment, or put on regulated entertainment, you may need to complete a temporary event notice (TEN). It is your responsibility to obtain this. The guidance can be viewed at www.gov.uk.

Please note St Thomas's seating capacity is 400 in total: 220 in the Nave have a good view, with seating for 180 in the side aisles offering a more limited view.

Church Event Hire Booking Form Charity number 1133882

Costs calculator for concerts			
	Fee	Tick if required	Your cost
Up to 4 hours' church hire Staff fee	£240 £60		
Use of organ and St Thomas's organist	£130		
OR use of organ with your own organist	£130		
Use of kitchen (you supply coffee tea etc)	£55		
Staff for a rehearsal @ £15 per hour	£ 15 Per hr	No. of hours:	
Heating charge (winter only)	£55		
Your total charge			

Spotlights			
Microphones			
Seating for performers (how many performers)			
Power points			

Please sign this form or return it via email from an authorised email address to indicate that you have read and agree to the Conditions for Hire, and return it to office@stthomassalisbury.co.uk
Or if you are unable to email:
Parish Manager, St Thomas's House, St Thomas's Square, SALISBURY SP1 1BA
Our preferred method of payment is by Direct Bank Transfer (BACS) as follows:
RBS Salisbury Branch A/C 12184123 Sort code 16 00 21 – using the reference at the top of your invoice.
(If you prefer, you can still pay by cheque, made payable to **St Thomas's PCC,** writing the invoice reference on the back of your cheque).

Signed.....Date.....

The parish office is usually open: Monday to Thursday 9am -2.30pm and Friday 9am – 1pm
Please note the following service times when the church is not available.
Sunday Services:
8.00am: Holy Communion 10.15am: Parish Communion 6.00pm: Evensong
Weekday Services:
8am Monday, Tuesday, Thursday and Friday the church opens with a short service of Morning Prayer (15-20 minutes)
8am Wednesday the church opens with Holy Communion (45 minutes)
10.30am: Monday Holy Communion (45 minutes) 9.30am: Friday Holy Communion (45 minutes)
Concerts are not possible on a Thursday evening due to bell ringing nor on Friday evenings due to choir practice.