

# Christ Church Booking Form

Vicar: The Revd Dr Patrick Richmond

Administrator: Ruth Thorp

Office Address: 41 Church Lane, Eaton, Norwich, NR4 6NW

T: 01603 473646 E: [office@eatonchurches.org.uk](mailto:office@eatonchurches.org.uk) W:

[www.christchurch-eaton.org.uk](http://www.christchurch-eaton.org.uk)



Christ Church Eaton

Eaton Christ Church Parochial Church Council (PCC) agrees to hire out Christ Church ('the Church') as follows:

Name or Organisation (The Hirer)			
Address			
Email			
Tel No			
Date(s) & Time(s) the Church is required			
Purpose of hire (description of event)			
Date booking was made with office			
<b>CHARGES involved with hiring the Church</b>	Delete / complete as appropriate		<b>Fee Payable</b>
<b>Church hire</b> £20 per hour (The maximum charge £150)	X hours @ £20 / hour =		£
<b>Heating</b> (required October - April) £100.00 for up to 3 hours + £10 / hour thereafter. (Church takes a long time to heat.)			£
<b>Organ</b> £20 per day to hire organ. Use of piano is free. Please arrange brief induction on use of Organ and CCTV with Matt Wright, Director of Music (see below).	YES	NO	£
<b>Kitchen</b> £5 to use kitchen facilities (please arrange the relevant induction training with a qualified church member as below).	YES	NO	£
<b>Sunday School Room</b> £5 to use vestries and Sunday School Room (can be useful as a 'Green Room')	YES	NO	£

<b>Breakages Deposit</b> £50 <b>REQUIRED</b> - refundable after event if no problems / breakages (item 4 below)	YES	NO	£
<b>Induction</b> £5 each for induction training before first use of church, kitchen, or organ. These can be arranged in consultation with the Vicar or Wardens.			£
<b>Verger</b> to oversee activities or rearrange furniture £10/hour, if required	X hours @ £10 / hour =		£
<b>TOTAL CHARGE PAYABLE</b> <b>We will provide payment details once we have confirmed the total hire fee.</b>			£

Additional Information for the day of your event	
On the Day Emergency contact in case of problems	
Name	
Tel no	
For and on behalf of (if not in own name, insert name of organisation)	
Date	

**If you pay your damages deposit by direct bank transfer, please complete the grid at the top of the next page, which will enable us to process your refund after the event.**

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**I/We accept and agree to abide by the terms and conditions which follow on pages 4-6.**

Signed (Hirer)	
Name	
Tel	
For and on behalf of (if not in own name, insert name of organisation)	
Date	

**Please sign and return one copy to the Parishes Administrator, retaining the other for your records.**

**If you pay your damages deposit by direct bank transfer, please complete this section to enable a refund after the event**

Name of Booking Contact	
Date of event	
Name of bank account	
Sort Code	
Bank account number	

**PLEASE CONTINUE TO PAGE 4 TO READ  
IMPORTANT INFORMATION AND THE TERMS AND CONDITIONS**

## BREAKAGES DEPOSIT

A deposit of £50.00 is required for all bookings. The deposit will be returned after the hire, with a reduction for any extra costs incurred in cleaning or tidying and in making good any loss, damage or repairs.

## CHARGES, CLEANING & INDUCTION

All charges include lighting and cleaning, but facilities must always be left in a clean and tidy condition by the hirer. All rubbish must be taken away - not put in the church wheelie bins. Heating must be paid for, additional to hiring charges. The first use of church, kitchen facilities or organ requires induction training first, as above. Please arrange the relevant training with a qualified church member.

## MONITORING PARKING

To allow emergency vehicle access and avoid alienating our neighbours, you must designate someone to put out the supplied cones and ensure considerate parking around the church during your event, as described in Conditions 1 and 11, below.

## RENTAL PERIODS

All rentals are in hour blocks and the minimum period of rental is one hour.

## SETTING UP / CLEARING UP TIME

Please note that, when you calculate the hire charge for church the length of your booking must be from the time you arrive to the time you leave: this includes time for setting up and clearing up

## OPEN & LOCKING TIMES

The church is normally open from 9.00am to 4.30pm. Unlocking and locking outside these times will require arrangement with the Vicar and Wardens.

## LEAVING EQUIPMENT IN ADVANCE OR AFTER BOOKINGS

Normally the church is hired from the time you bring equipment to the time you take it away. It may be possible to arrange for some equipment to be left in advance or afterwards at your own risk if it does not interfere with other activities and visitors to the church, but this must be agreed with the Vicar beforehand.

## USE OF THE CHURCH ORGAN

Charge for use of the church organ is £20 per day, by arrangement with the Director of music, Matt Wright. The piano is available for use free of charge. Please arrange induction training especially on use of CCTV with our organist if you need it and **Please** do not change any pre-set registrations or settings.

## PAYMENT

Payment must be made in advance, at the time of booking.

## REFUNDS FOR CANCELLED BOOKINGS

A full refund will be paid if four weeks' notice is given, a half refund for two weeks' notice.

## VESTRIES & SUNDAY SCHOOL ROOM

Additional small rooms adjacent to the church nave may be available for an additional charge. Keys are required for access.

## TERMS & CONDITIONS OF HIRE

Please review all Terms and Conditions before making a booking.

## CONDITIONS OF HIRE: CHURCH

1. The Hirer, if they are not to be present at all times during the period of the hire, must appoint a Designated Person who will be fully familiar with these Terms and Conditions and be 'in charge' of and responsible for the persons occupying the Church and parking around it during the period of the hire.
2. The Hirer and Designated Person undertake not to allow activities to take place during the period of the hire which will cause annoyance to nearby residents or the general public, or which are in any way inconsistent with the character of Christ Church, Eaton. Any use of the sanctuary area inside the altar rails must be specifically approved by the Vicar or churchwardens in advance of the event. Any use of the Organ must be agreed with the Director of Music.
3. The Hirer and Designated Person undertake to be responsible for the security of the Church and its contents during the period of the hire. If the booking is to take place out of the normal open hours for the Church (0900 - 1630 Mon - Fri), prior arrangement must be made with the Vicar or Wardens to ensure that the Church is opened at the start and secured at the end of the hiring.
4. The Hirer and Designated Person undertake to be responsible for any loss or damage, all of which must be reported to the Wardens. A breakages deposit of £50 is required as security against any loss or damage which may be caused. The deposit will be returned after the hire, with a deduction for any extra costs incurred in cleaning or tidying the Church and in making good any loss or damage.
5. Any intended fund-raising activities at the event (e.g. a raffle) must be brought to the attention of the vicar or churchwardens in advance of the booking being confirmed.
6. If you have arranged to use the kitchen area, you are welcome to use the facilities there to make light refreshments. Brief training is required to use the Quooker instant hot water dispenser and dishwasher. Please, however, ensure you wash up cups etc. and remember to bring your own tea, coffee, milk etc. and to take any rubbish away with you. A list of utensils and contents is available.
7. The Hirer and Designated Person undertake to ensure that any Portable Electrical Appliances that are brought into the Church have been tested by a qualified electrician (PA Tested) within the previous 12 months and bear a certificate to this effect.
8. At the end of your hire you are responsible for leaving the Church and its contents as found. All lights, taps, electrical devices and organ (if used) must be turned off. The piano should be returned to its place. If arrangements have been made for a member of our staff to lock the church, please ensure that they have arrived before you leave.
9. The Hirer undertakes to indemnify Eaton Christ Church Parochial Church Council (the PCC) against all claims, demands, actions or proceedings in respect of goods or clothing, or of the death or injury of any persons which shall occur during the period of hire, provided that this indemnity shall not apply to any claim, demand, action, or proceedings which arises out of negligence on the part of the PCC, its officers or agents or from any defects on the premises. Evidence of such cover may be requested at the time of booking.
10. The Hirer and Designated Person undertake to become familiar with the Fire and Emergency Procedures for the Church as posted on the notice board. At the beginning of

each booking all the users shall be informed of the Fire and Emergency procedures. First-Aid boxes are located in the Choir Vestry and in the Kitchen area.

11. Car parking is possible on Church Avenue; **please respect our neighbours and do not park on the grass verges nor move stones** (which are to protect the verges) and **please do not block people's drives or the road**. Please **appoint a steward** to ensure that people park appropriately and put the sign about proper parking at the outer porch door. Cones and visibility jacket are available. To allow **emergency vehicle access it is very important that there is no parking on the north part of the roundabout** (i.e. outside no 1A and no 3). To prevent parking please put out half of the cones on the north part of the roundabout and the remainder along the south side of Church Ave between the church and Mile End Road. Christchurch Road has parking restrictions 8am-630pm Monday-Saturday, but it is possible to park in some spaces for two hours while restrictions apply, and it is possible to park on nearby roads. Cars are parked entirely at the owner's risk.

#### NOTES

The PCC's Public Liability Insurance only covers for Church usage by the Church or Church organisations. If you are hiring as a private individual for a function at which no charge is to be made, check with your domestic house policy as in the majority of cases it will provide the necessary insurance cover. If you are hiring on behalf of a non-Church organisation or cannot arrange suitable insurance cover through your domestic house policy you will need to provide separate Public Liability insurance cover. Evidence of such cover may be requested at the time of booking.

Any problems encountered regarding the Church should be reported to the Vicar or Wardens.

The Vicar and Wardens reserve the right to refuse any booking.

Agreed by Christ Church PCC **8.11.2021**

Any problems encountered regarding the Church should be reported to the Parishes Office. The PCC reserves the right to refuse any booking.

Initial enquiries should be made via:

The Parishes Office, 41 Church Lane, Eaton, Norwich, NR4 6NW.

Tel: 01603 473646. Email: [office@eatonchurches.org.uk](mailto:office@eatonchurches.org.uk)