

PARISH OF FARLINGTON

HIRE OF THE CHURCH OF THE RESURRECTION

The PCC is anxious to promote use of the church building by community groups and organisations, but potential hirers must be aware:

- The building is a place of worship and all users will be expected to respect this and behave accordingly
- Priority will always be given to activities and events organised by the Parish. While normally these will be arranged well in advance, in exceptional circumstances this may be at short notice e.g. a funeral

Conditions of hire of the Church of the Resurrection

1. Applications to hire are to be made to The Parish Office using email where possible.
2. The primary user (the individual who is hosting the event and hiring the Church) undertakes to restore the Church to the state it was in when it was handed over
3. The primary user undertakes to understand the actions to be taken in the event of the need to evacuate the Church in an Emergency (as set out below) and to brief all those who attend their function in these actions.
4. The primary user will try to ensure that all Church users park legally and responsibly and do not disturb our neighbours. One way that this can be done is by including a note to this effect on all publicity for the event including the tickets.
5. The primary user is responsible for the public liability insurance of the activity and if applicable for ensuring that any organiser has the required safeguarding certificates.
6. The current scale of charges for hire is available from the Parish Office. Charges may vary according to the category of applicant. An additional charge for heating may be made during cold weather.
7. The maximum seating capacity of the building is 350 people. This number must not be exceeded.
8. The hirer will be responsible for organising their own audio facilities. The church audio/visual facilities and stage blocks may be available for an additional charge.

Emergency Evacuation Procedures.

There is no fire alarm in the Church but in the event that it becomes evident that the building needs to be evacuated then the following actions should take place:

- The primary user should direct everyone present to the nearest exit.
- Personal belongings should not be collected
- The primary user is to check that the toilets are empty.
- Having evacuated the Church everyone is to congregate at the fire assembly point on Penrhyn Avenue.
- The primary user is responsible for using best efforts to verify that everyone has vacated the building.
- The primary user will dial 999 to contact the fire brigade.

**PARISH OF FARLINGTON
APPLICATION TO HIRE OF THE CHURCH OF THE RESURRECTION**

Note: Applicants need to be aware of the terms and conditions of hire before making an application. The Parish reserves the right to refuse applications or to amend bookings in the light of the needs of the Parish.

Name of organization

Nature of organisation: Voluntary group Educational Other
 Not for profit organisation Commercial company

Name of applicant and primary user

Address

Post code

Telephone no.

Email

Purpose of hire and brief description of activity e.g. concert or meeting

Date of proposed hire

Duration of hire (this to include setting and clearing up as well as any rehearsal time)

Any other relevant information applicant may wish to include to be taken into consideration when application is being assessed.

If completing this form on a computer please insert your full name in the signature box. By submitting this completed form, I agree to abide by the terms and conditions of hire as set out on the Parish website.

Signature of primary user

Date

For office use

Application received Accept Refuse Charge to be made

Applicant informed Church booking on system

Arrangements for access and closing church

Additional facilities and charges