

ALFRISTON WITH LULLINGTON PAROCHIAL CHURCH COUNCIL AGREEMENT FOR THE HIRE OF ST ANDREW'S CHURCH, ALFRISTON

THIS AGREEMENT is made between the Parochial Church Council and the hirer named below.

- 1. The Parochial Church Council (P.C.C.)** hereby agree:-
to make available St Andrew's Church, Alfriston, for use for the purpose specified below:

Date required:

Time required: from:am/pm to:am/pm
(to include time required for setting up) (to include time for clearing up)

Performance time:

The P.C.C. will ensure that the Church is open at the time specified, suitably lit, and heated when appropriate. A Church Officer will be on duty throughout the event.

The P.C.C. will also ensure that the various exits to the church are unlocked for the duration of the event in accordance with current fire regulations.

2. The Event

The event will be
(brief description of activity)

3. The Hirer

Organisation:

Contact Name:

Address:

POSTCODE TEL:

Email:

Ticket sales must not exceed the following maximum:

Nave (main pews)	85	North Transept	40	South Transept	30
Chairs	20	Balcony	40	Choir stalls (if available)	25

TOTAL: 215 (240)

4. Charges: See overleaf for scale of charges in order to complete this grid.

Facility	Charge	✓ / ✗
Hire of Church for the event (up to 6 hours)	£120	✓
Additional hours		
Church Representative	£30	✓
Use of Pipe Organ / Makin Electronic Organ*		
Heating		
Kitchen		
Piano Tuning		
PRS	to be advised	✓
TOTAL	£	

Cheques should be made payable to the "Alfriston PCC" and should be sent, together with this form, by..... to: The Parish Administrator, The Rectory, Sloe Lane, Alfriston, Polegate, East Sussex BN26 5UP

5. We/I agree to the terms and conditions.

Signed: (Hirer) Date:

Approved: for St Andrew's Church

If you have any queries please contact the Concerts Coordinator either by email: alfristonmusic@gmail.com or phone 07879 454379.

TERMS & CONDITIONS / NOTES

GENERAL:

- a) The hire period must include time required for setting up before and clearing away after the event.
- b) The Hirer agrees to ensure that suitable personnel are provided to act as ushers/marshals throughout the event and that they will be familiar with the fire exits.
- c) The Hirer is responsible for ensuring that all gangways are kept clear at all times.
- d) The Hirer is responsible for ensuring that any church furniture which is moved for the purpose of the event is returned to its proper place and that all the organisation's effects are removed at the end of the hire period.
- e) The Hirer is responsible for the insurance of all his/her group and personal effects.
- f) The Hirer is responsible for ensuring that his/her group has Public Liability Insurance cover for any public event.

CHARGES:

- g) Hire of the church is based on a hire period of up to 6 hours

Hire of Church for the event (up to 6 hours)	£120
Additional hours (per hour)	£10
Church Official	£30
Use of Makin Electronic Organ	£30
Heating	£30
Kitchen	£10
Piano Tuning	£50
PRS	to be advised

ORGAN(S) **Pipe Organ:** there is no charge made for the use of the pipe organ, but please note that this is no longer being maintained by the Church.
Makin Electronic Organ: there is charge of £30 for the use of this instrument.

PIANO The piano is available at no charge. However, if tuning is required, a charge of £50 will be levied and should be notified at the time of booking.
Please note: the piano is not on an "A" frame and therefore great care must be taken if it is moved. The piano must be lifted **not** rolled to prevent damage to the floor and must be returned to its current position. The Church cannot be held liable for any injury caused by moving the piano.

KITCHEN St Andrew's has a very small kitchen area for preparation of refreshments (beverages etc). There is a water heater for the preparation of hot beverages. Please note: there is no refrigerator or cooker. Some cups and saucers are usually available although you are advised to provide your own glasses. The kitchen should be left clean and tidy and any rubbish, including all food, removed.

PRS PERFORMING RIGHTS SOCIETY
All public performances are subject to a charge to cover the PRS fees. This is dependent upon the number of tickets sold and will be advised after the concert.

ALCOHOL:

- h) The sale of alcohol is strictly forbidden unless a Temporary Event Notice is obtained. The Temporary Event Notice must be produced 7 days before the event and a suitable notice displayed at the point of sale. Please contact the Concerts Coordinator for details. Applications for a Temporary Event Notice should be made to Wealden District Council, details and form are on the WDC website. A Temporary Event Notice currently costs £21. Please note: including the cost of alcohol in the ticket price or requesting donations constitutes a sale and therefore a Temporary Event Notice is required.

St Andrew's Church is a place of worship and must remain open to the public.