

ST LEONARD'S CHURCH, STREATHAM

INFORMATION FOR THOSE WISHING TO HIRE THE CHURCH BUILDING

We're very glad to let you have use of our building. We hope your event is successful and enjoyable. You are entering a beautiful building, dedicated to the glory of God and as such a symbol of our commitment to the community.

In order that all groups using the building know what is expected of them and all can enjoy the facilities here to the full, we ask you to read the **terms and conditions** on pages 2 to 4 of this document and to confirm this when you complete the booking form request on page 5.

When you have filled in the form and submitted it to us via email to office@stleonard-streatham.org.uk, we will come back to you to confirm whether or not the venue is available on that date. If it is, we will contact you to send us your **deposit** as set out at point (1) of the terms and conditions.

Should you have any queries, please contact the church office on:
office@stleonard-streatham.org.uk

TERMS AND CONDITIONS FOR THE HIRE OF ST LEONARD'S

1 Deposits / Booking Forms

Provisional bookings should be submitted using the **booking request form** which you can download from our website. However, no agreement exists until the booking has been confirmed and approved on behalf of the Parochial Church Council (PCC) and the deposit has been received for the booking. The hirer will be notified when this is done, using the details on the booking request form.

A refundable deposit equal to 25% of the hire fee will be required as set out on the booking request form. This will be returned to the hirer after the event provided that the event has been run in accordance with our terms and conditions.

Booking fees should be returned with the booking form to the Churchwardens.

Please make payment by BACS Transfer.

2 Charges

- Cost of hire of the church: £60 per hour.
- If you wish to use the Organ, we ask for an extra £50.
- If you wish to use the Piano, you are asked for an extra £20.

3 Cancellations

Any cancellations must be made no less than one week before the date of the booking or the normal charge will be levied.

The PCC reserves the right to cancel individual bookings if it is necessary to accommodate key church events (in such cases not less than three months' notice would be given) or if anything is felt to be contrary to the values and ethos of St Leonard's (section 12).

4 Security / Loss or Damage

You must provide your own Public Liability Insurance. A copy of this will be required by the Parish Administrator at least one week in advance of the event.

We cannot accept responsibility for any damage to or theft of personal belongings brought onto the site. Please report any loss or damage to the Parish Administrator

Drawing pins, Sellotape, Blue Tack and such materials should not be fixed to the walls or woodwork. When moving furniture or equipment around, please take care not to damage the walls or flooring. Users must accept financial responsibility for any loss or damage caused by their group to the property and equipment and pay for any breakages.

5 Safeguarding

Guidelines established by the Church of England state that anyone over 18 years of age who has any contact with children or vulnerable adults at St Leonard's Church needs to be checked by the Disclosure and Barring Service (DBS). St Leonard's has a Safeguarding Policy that reflects this. We require that all events attended by unaccompanied children, or where children spend time away from their parents, adhere to our policy as a minimum.

St Leonard's Safeguarding policy and procedures are available via our website and we ask all hirers to commit to ensuring that any activity which includes children, young people or vulnerable adults adhere to the church policy: [Safeguarding - St Leonard's Church, Streatham \(stleonard-streatham.org.uk\)](http://stleonard-streatham.org.uk)

6 Noise / Music

We are situated in a residential area. To minimise inconvenience to our neighbours and other users of the church, any proposed use of loud music will only be allowed at the Churchwardens' / Rector's discretion. Please make every effort to avoid noise in the churchyard and the surrounding area in the evenings.

7 Cleaning and Furnishings

Hirers are responsible for clearing and sweeping the areas they have used, placing the rubbish in dustbins and removing all articles and equipment brought onto the premises. The church should be left at least as clean as it was found.

8 Kitchen Facilities

Hiring does not, unless indicated, include exclusive use of kitchen facilities. There are supplies of crockery, hot water heater, warming cabinet, microwave and dishwasher. which may be used by arrangement. The person signing the booking form is responsible for ensuring that any use of the catering facilities complies strictly with the Health and Safety Regulations and that the area is left clean and tidy.

9 Licences

The church is not licensed for the sale of alcohol. If you wish to sell alcohol, you will need a letter of permission from the PCC and you will need to obtain the licence. We reserve the right to prevent the sale of alcohol at your event if you are not able to show us both documents on the day. Donations for refreshments including alcohol is permissible.

10 Fire Precautions

Please be sure to read and observe the fire safety notices. Please do not obstruct the fire exits in any way. Also, please do not move or tamper with the fire extinguishers except in an emergency.

11 Smoking

Smoking is not permitted anywhere within the church.

12 St Leonard's Values and Ethos

The PCC reserves the right to refuse an application if it believes the booking may compromise the integrity of its faith values or create a mixed message.

In the event of these terms and conditions not being adhered to, the Churchwardens reserve the right to retain the deposit against any expenses incurred and the full amount of the letting. If the church or churchyard are left in an unsatisfactory condition, the Churchwardens may retain the deposit, or part thereof, to facilitate cleaning or repairs.

Thank you,
St. Leonard's Church