

ST JOHN THE EVANGELIST CHURCH  
62A EAST DULWICH ROAD, LONDON SE22 9AT  
office@stjohnseastdulwich.org

## CHURCH BOOKING FORM

Please complete this Booking Form and send it to: office@stjohnseastdulwich.org

**Confirmation of booking will be provided by email.**

Name of Organisation \_\_\_\_\_

Full name of Event Organiser \_\_\_\_\_

Full address of Event Organiser \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No \_\_\_\_\_ email \_\_\_\_\_

Brief description of Event \_\_\_\_\_

\_\_\_\_\_

Have you applied for a Temporary Events Notice (TENS) YES/NO

*(It is your responsibility to do so – Please see Terms and Conditions)*

Date of Event: Day \_\_\_\_\_ Date \_\_\_\_\_

*(For different days, please use separate forms)*

Time Period: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

*(Please remember to include time for setting up and clearing away afterwards and please note that the church should be completely vacated by 10.00 p.m. at the latest)*

Total No. of Hours \_\_\_\_\_

### RATES

**£65 per hour**

**October-May additional £5 per hour heating levy.**

Total payable \_\_\_\_\_

## DECLARATION

I undertake to pay the full amount for the hire four weeks before the event.

I agree to indemnify the PCC, its Officers and employees, against any liability whatsoever arising from the booked event.

I agree to abide by the Diocese of Southwark's *A Safe Church* (see <http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>), or submit your own policy for approval.

I confirm that I have read and agree to abide by the St. John the Evangelist Church, East Dulwich, TERMS AND CONDITIONS.

SIGNED \_\_\_\_\_ Dated \_\_\_\_\_

Name (BLOCK CAPITALS) \_\_\_\_\_

Until full payment, your booking is provisional.

## **TERMS AND CONDITIONS OF HIRE OF ST. JOHN THE EVANGELIST CHURCH, EAST DULWICH**

1. The term “the Church” means Saint John the Evangelist Church, East Dulwich. If you wish to book the Goose Green Centre, please use the relevant booking form.
2. The term “the Hirer” means the person making the booking/reservation and signing the “Booking Form”.
3. The term “Parish Administrator” means the Parish Administrator of the Church.
4. The term “PCC” means the parochial church council.
5. The term “Church Representative” means the member of the Church appointed to act as its representative at the event in question.
6. All correspondence relating to the hiring must be conducted with the Parish Administrator (and Church Representative when required).
7. The Church is not available for hire on Sunday mornings, Christmas Eve, Christmas Day, Boxing Day, New Year’s Day, Ash Wednesday, during Holy Week, Ascension Day, Corpus Christi, or All Souls’ Day.
8. The standing of the building as a place of worship must be respected by those hiring the Church. The sanctuary (the area behind the altar rail) and Lady Chapel altar area (behind the altar rail) should not be used without prior discussion with a church representative. Hirers may be asked to provide details of the planned activities including lists of music.
9. When determining the hire period, you must include any time required for setting up beforehand and clearing up afterwards and this must include time for rehearsals. Access to the Church outside the agreed hire times is not permitted without prior written agreement.
10. The PCC holds the right to cancel the booking any time up to four weeks before the event date. In these circumstances, all booking fees will be returned. As much notice as possible of cancellation will be given. The PCC cannot be held liable to pay compensation for any loss sustained as a result of, or in any way arising, from the cancellation of hiring.
11. Use of the Vestry, piano and organ need to be arranged separately.
12. The Hirer will have to indemnify the PCC, its officers and employees, against any liability whatsoever arising from the booked event. The Hirer may be asked to disclose their insurance cover to verify this indemnity.
13. The Hirer will need to agree to abide by the Diocese of Southwark’s *A Safe Church* policies, procedures and guidelines for safeguarding children and vulnerable adults or submit their own policy for approval.
14. The Hirer is advised to make such checks and inspections which they deem necessary to satisfy themselves the premises are fit for the purpose they require.
15. No article such as musical instruments, tables, chairs, flowers or food may be delivered to the Church before the booking time on the day of hire unless prior arrangements have been made with the Parish Administrator or Church Representative.
16. The number of persons using the Church shall not exceed the number authorised. Seating capacity is governed by fire regulations. Please observe these strictly and note that they include everyone including clergy, choir, organisers, performers, stewards, as well as congregation or audience. The capacity of the Church is 250.
17. The Hirer to provide Stewards or similar people whose duties will be to assist those attending as audiences and those Stewards should be identifiable by means of name badges, sashes or armbands.

18. The Hirer must appoint one of the Stewards as First Aid Co-ordinator. It is best if this is a qualified first aider. The First Aid Co-ordinator should report to the Church Representative on arrival. A First Aid Kit together with Incident and Accident Forms can be found in the Vestry of the Church. Additional First Aid Kits are available in the Centre's kitchen.
19. The Hirer is responsible for setting out and returning chairs, tables or other equipment to their correct place.
20. The Church is not licensed for the sale and consumption of alcohol. The Hirer must make their own TENS application to the Local Authority to obtain a licence to sell alcohol, and ensure all necessary measures are taken to fulfil the conditions of that licence.
21. Smoking is prohibited at all times within the Church and Goose Green Centre.
22. The Church must not be used for any purpose other than that for which the booking has been made.
23. No public performance should take place unless the Hirer has obtained the necessary Licence from the appropriate authority, and all necessary measures taken to fulfil the conditions of that Licence. In order to conform to statutory provisions on copyright, the person(s) responsible for the performance of musical works in the Church must submit details to the Performing Rights Society for music. This applies whether admission is free or not.
24. The Sound System of the Church will not be available except by prior arrangement with the Parish Administrator or the Church representative.
25. The Hirer must read the instructions for action in case of fire and be familiar with exit locations.
26. All damage/breakages should be reported immediately to the Church Representative. Damage of any kind (except that caused by accidental fire) to the Church building, its fixtures and fittings, its furniture and any other chattels therein arising out of or in connection with the hiring shall be made good professionally by the Hirer to the satisfaction of the Church.
27. No fixing may be made to any part of the Church building.
28. Any advertising material can only be used with the permission of the Parish Administrator, the Church Representative or other authorised person. Poster and display materials and must be removed immediately after the event.
29. At the end of the event the Hirer must remove all rubbish from the premises.

### **The Parochial Church Council of St. John the Evangelist Church, East Dulwich**

#### **Disabled Access**

Wheelchair access is via the tower door or the Goose Green Centre. A toilet for disabled visitors is in the Goose Green Centre. A 'T' Loop system is installed.

#### **Flowers**

There are usually flowers in the church (except during Advent and Lent,). Extra displays may be provided by the Flower Arrangers of the Church at an additional cost.

#### **Parking**

Please note that there is no parking in the church grounds. Special arrangements can be made for disabled access – please speak to the Parish Administrator.