**THE PARISH CHURCH OF SS PETER & PAUL**

**DEDDINGTON**

**EVENT BOOKING FORM**

**For queries around dates, please contact Wendy Burrows on: 01869 338082.**

**If the requested date is available, please complete and return this form to: Market Place Cottage, Deddington, OX15 0SD**

|  |  |
| --- | --- |
| **Event and name of organisation** |  |
| **Date** |  |
| **Event Start Time**  **Event End Time (estimated)** |  |
| Rehearsal / set up – date/time |  |
| **Facilities required**  ***Please specify if you require Living Room, Kitchen, Staging/Lights etc***  **If alcohol is to be sold, please read and sign the declaration overleaf** |  |
| **Name and contact details of organiser**  *Please include an email address* |  |

**BOOKING AGREEMENT**

I agree to the charges and to abide by the terms & conditions on the accompanying sheet.

I agree to pay the £25 deposit in order to confirm my booking and will settle the invoice within 7 days of receipt.

Signed ......................................................................................................................................................................................................................

On behalf of ...........................................................................................................................................................................................................

**Please transfer your £25 deposit via BACs: 40-52-40 00032486**

**Alternatively, via cheque payable to ‘Deddington PCC’:**

**Your data is held only for the purpose of your booking at St Peter & St Paul Church, Deddington. It will be held only as long as necessary.**

**SALE OF ALCOHOL**

The church has a premises licence which permits the sale of alcoholic drinks.

If you wish to sell wine and/or beer at your event, please read the following list of requirements and responsibilities and sign the declaration.

A representative of the PCC will be present when you arrive and will be available during the time you are setting up for your event, should you need any assistance. At least one representative of the PCC will be present when you are selling alcohol.

You may bring in stocks sufficient, in your estimation, for the event and remove any remaining stocks at the end.

Alcohol may only be sold between the hours of 11am and 11pm.

Alcohol purchased must not be consumed outside the premises.

Alcohol must not be sold to any person who appears to have consumed too much already.

Alcohol must not be sold to or consumed by anybody under the age of eighteen - if in doubt request ID.

While alcohol is on sale any children under the age of sixteen attending the event must be accompanied by an adult.

The above is noted and will be adhered to:

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HIRE CHARGES**

|  |  |  |
| --- | --- | --- |
| Basic hire charge | £150 | To include use of chairs, folding tables, staging,  lighting, audio system, toilets;  set-up on previous day by arrangement |
| Rehearsal (if on a separate day) | £50 |  |
| Grand Piano | £90 for the event; £10 per hour on other days | |
| Kitchen | £20 |  |
| Heating | £20 for first hour; £10 per hour thereafter | |

**INFORMATION FOR HIRERS**

**MASKS**

We request that audience members wear a mask whilst attending an event/concert in church

**FRONT OF HOUSE**

Hirers are responsible for their own publicity and for organising ticket and programme sales.

**REFRESHMENTS**

The church has a premises license, which permits the sale of alcoholic and soft drinks.

The kitchen has a small fridge, kettles, an oven, crockery, glasses and cutlery.

Hirers are responsible for supplying and serving refreshments and for leaving the kitchen as they found it. All rubbish must be removed.

**STAGING AND LIGHTING**

If this has been booked it is essential to contact the church warden\* well in advance to arrange a convenient time to assemble it. The church warden will advise on how to erect the staging and lighting but it will be for the hirer to organise appropriate human resource to assemble/dissemble after the event.

**CHAIRS**

There are 126 wooden chairs, 105 folding plastic chairs and 80 stacking plastic chairs. It is the responsibility of the hirer to return chairs and any other furniture which has been moved for the event to their normal place.

**GRAND PIANO**

Arrangements for the piano to be tuned (if required) and unlocked must be made with the church warden. The piano must not be moved from its position at the back of the church until the church warden or his representative has advised how this should be done.

**SOUND SYSTEM**

If microphones or recording facilities are required, the hirer should contact the church warden to arrange a demonstration.

**HEALTH AND SAFETY**

By booking the church, hirers accept responsibility for providing a First Aider, stewards, a risk assessment for the event and public liability insurance covering themselves and the church.

**PRS FEES**

The church is a licensed PRS venue. This means that PR fees have to be paid for the performance of any music composed in the last 70 years. PR fees will constitute up to 5% of the event’s takings plus 20% VAT. This will be added to the invoice if applicable. VAT is not payable on the general hire charges.

**PAYMENT**

A deposit of £25 is payable on booking; the balance must be paid within 7 days of receipt of an invoice following the event, by cheque or electronic transfer.

Cheques payable to ‘Deddington PCC’

BACS: 40-52-40 00032486

\* Iain Gillespie 01869 338367