**ST PETER’S CHURCH BURY ST EDMUNDS**

Hospital Road, Bury St Edmunds IP33 3JT

01284 754680 office@wearechurch.net

**EVENT APPLICATION FORM AND HIRING AGREEMENT**

This document must be read in conjunction with the St Peter’s Church Lettings policy.

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| **THE HIRER** |  |
| Name of Organization: |  |
| Nature of event: |  |
| Date of event: |  |
| Authorised contact person: |  |
| Address: |  |
| Postcode: |  |
| Telephone Number: |  |
| E-mail: |  |

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| **THE PURPOSE OF HIRING** |  |  |
| Is the concert in aid of a charity? | Yes/No |  |

|  |  |  |
| --- | --- | --- |
| **FACILITIES REQUIRED** |  | Comments/details |
| Organ | Yes/No |  |
| Data projector & screen | Yes/No |  |
| Use of church PA | Yes/No | An additional charge will be made for use of the church PA |
| Use of church kitchen | Yes/No | Refreshments must be provided by the hirer. |
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| **HIRER ARRANGING** |  | Comments/details |
| Own PA | Yes/No |  |
| Staging | Yes/No |  |
| Extra lighting | Yes/No |  |
| Outside Refreshments | Yes/No |  |
| Own Stewards | Yes/No |  |
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|  |  |  |
|  |  |  |
| **TIMINGS** | Times | Comments/details |
| Set-up |  |  |
| Rehearsal |  |  |
| Event starting |  |  |
| Event finishing |  |  |
| Clear of premises |  |  |

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| --- | --- | --- | --- | --- |
| **HIRING FEES:** |  | Rate | Charge | Comments/details |
| Basic Church Hire (Day) (9am – 10pm) |  | £150 |  |  |
| Evening Hire (6-10pm) |  | £90 |  |  |
| Basic Church Hire (Per Hour) |  | £25 |  |  |
| One off verger fee for all bookings |  | £40 |  |  |
| Extra Rehearsal Time |  | Charged per hour |  |  |
| Charity Rate (for charitable purposes) (Day) |  | £125 |  |  |
| Charity Rate (for charitable purposes) (Evening 6-10pm) |  | £75 |  |  |
| Earlier set-up |  | Charged per hour |  |  |
| Keyboard or Organ/Keyboard player or Organist |  | £50/100 |  |  |
| PA with operator |  | £40 |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

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| **ANY ADDITIONAL INFORMATION:** |

I declare that the information given on this application form is accurate. I understand that any misrepresentation will invalidate the booking and that by making this application I am agreeing to abide by the terms and conditions of hire of St Peter’s Church. By signing this document I am accepting St Mary’s with St Peter’s Safeguarding Policy together with St Peter’s fire procedures and Emergency Plan.

|  |  |
| --- | --- |
| **SIGNED** | Date: |
| Print name: | Position: |
| **SIGNED** by way of acceptance on behalf of  St Peter’s Church | Date: |
| Print name: | Position: |

Please enclose the following documents with your completed application form:

1. First Aid certificates

2. Details of Public Liability insurance cover

3. Deposit