

St James's Church Taunton

Booking Form for the Halls and the Church

Rates valid for hires occurring up to the end of 2017

St James's Church is pleased to make its buildings available for community use. In addition to the church itself, there are two halls and a kitchen, and the churchyard can be used for outdoor activities. Tables, chairs and other equipment are available – see the list below. Wireless Internet is available in the halls, together with a data projector and sound system. The servery in the church includes a wall-mounted hot water boiler.

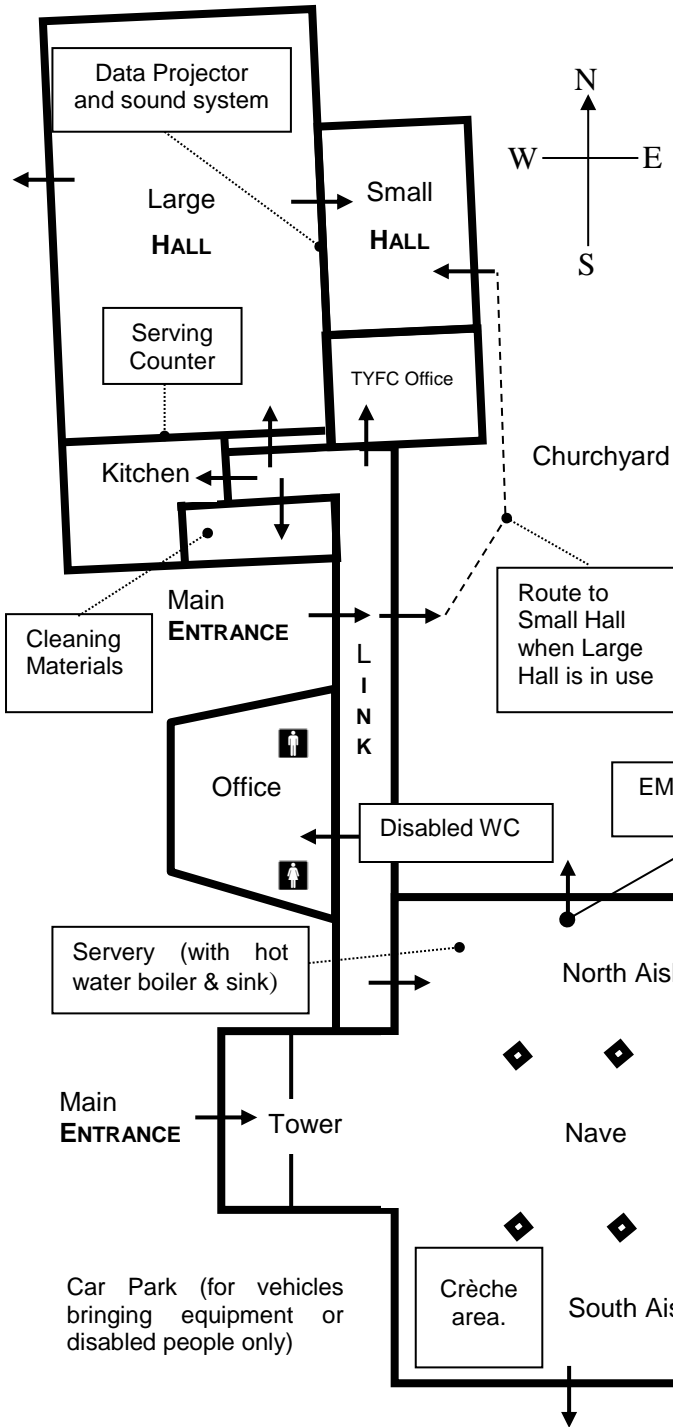
Provision for the disabled includes level access throughout (except for two wide steps up into the chancel – ramps available) and a WC. A hearing-aid loop system is installed in the church.

INSTRUCTIONS

1. Make a provisional booking by calling the Church Office on 01823 272931 or by emailing info@stjamestaunton.co.uk. Alternatively call in at the office on Monday, Wednesday or Friday mornings (10:00 to 12:30) to discuss your requirements. The Church Administrator will be pleased to show you around the premises. Please discuss any special requirements well in advance as we are not staffed to handle substantial late alterations to previously agreed arrangements. If you are using our projector, please arrange a time to check that your equipment connects correctly.
2. Complete two copies of the booking form. Make sure that you ask for all of the rooms you require, as they may get booked for other purposes. Sign and date the forms.
3. Give or post one copy to:
The Church Administrator
St James's Church Office
St James Street
Taunton
TA1 1JS
4. Keep the second copy or pass it to the person who is in charge of the practical arrangements for your event. For concerts or large events, we strongly recommend that this is someone other than the person in charge of the music or performers, as there may be too much for one person to do.
5. Provisional bookings can be made up to one year in advance. Bookings will be confirmed on receipt and acceptance of a completed booking form.
6. We will assume that the arrangements are as stated on the form unless you call to discuss changes.
7. Payment is due before keys are supplied to you. Cheques are to be made payable to "St James Church PCC". At least one week before your event, confirm arrangements with the Church Administrator and arrange for payment to be made and for keys to be collected. The administrator will tell you about the locking procedure. There is a £25 deposit payable for the key, which will be refunded on return of the key.
8. Advertising posters of up to A1 size may be displayed on the railings facing St James Street for a period of up to two weeks before a one-off event. This is at the church's discretion.

| Charges | | |
|---|-------------------|--|
| Large Hall | Small Hall | Church |
| £14 per hour | £11 per hour | £14 per hour + £50 per day if heating used. |
| Booking periods are to include preparation, rehearsal and clearing up time i.e. the total period of occupation | | |
| There is no separate charge for use of the kitchen. | | |
| Charges for equipment and stewards are shown on the booking form. | | |

DETAILS OF THE PREMISES



| Dimensions | | Length | Width |
|---|--------------|--------|---|
| Large Hall (from north wall to kitchen) | | 15.3m | 9.1m |
| Small Hall | | 7.8m | 4.8m |
| Nave and both Aisles | | 22.8m | 18.0m |
| Chapel | | 9.2m | 5.2m |
| Chancel | | 13.2m | 5.7m |
| (a) Chancel - from top step in Nave to first step at east end | | 9.7m | 5.7m |
| (b) First step to E end of Nave | | 4.3m | |
| (c) First step in Nave to top step | | 2.3m | |
| Widths | Chancel arch | 5.1m | Pillar spacing: Eastern arch 5.8m Other arches 4.0m |
| | Nave | 6.0m | |
| | N Aisle | 5.0m | |
| | S Aisle | 5.1m | |
| 1 metre = 3.28 feet | | | |

Musicians please note: the chancel arch attenuates the sound from instruments or voices placed behind it.

| Furniture | | No | Notes |
|--|------------------------------------|-----|--|
| Furniture normally used in the Large Hall and the Small Hall | Large tables 1850 x 690mm | 15 | Tables may be taken from the hall to the church, provided that they are not required for use by another group. Adult chairs stack up to 20 on six trolleys, with the remaining 10 stacked on the floor. |
| | Small tables 1220 x 610mm | 10 | |
| | Low children's tables 1100 x 550mm | 9 | |
| | Adult chairs, lilac | 130 | |
| | Children's chairs | 33 | |
| Furniture normally used in the church | Large tables 1850 x 760mm | 5 | The layout of the church may be altered as required. Please put the furniture back after your event. There are no pews in the church. |
| | Wooden chairs, mustard | 176 | |
| | Wooden chairs, cream | 45 | |
| | Banqueting chairs, green | 70 | |

Conditions of hire - Insurance

St James Church's insurance covers the church for its own activities and for any incident arising due to defects in the building and its fittings and fixtures. The cover afforded to hirers depends on the type of hire.

Individuals

Individuals organising private non-hazardous events (e.g. parties) are covered by the church's insurance for a maximum of three hires per annum per hirer.

Please note the caveats below concerning such equipment as bouncy castles, and the services of caterers. You may wish to check that your suppliers are covered by their own insurance.

Organisations

Our insurers advise us as follows:

Outside organisations whose activities are not directly under the control of the PCC should arrange Liability insurance with their own insurers in respect of their legal responsibilities in connection therewith. They should acknowledge that it is their responsibility to indemnify the PCC, including against claims arising from third parties, and should confirm that they carry Liability insurance with a public liability limit of a least £2,000,000.

Organisations include commercial companies, societies and charities. We expect all hirers to have their own insurance to cover the full range of activities they undertake, including activities that take place on other premises, and most such insurance is likely to cover public liability to the amount stated. You are advised to check this.

Please provide a photocopy of your current insurance document with each booking. Your signature on the booking form will be taken as acknowledgement that you are responsible for insuring your activities. (Regular hirers may provide a single copy to cover all hires in its period of cover.)

Obtaining cover from the church's insurers

Should you not fall into one of the above categories, it may be possible to extend the church's insurance to cover you. Our insurers advise (as of 2014):

We are conscious that on occasions to make a requirement of liability insurance being in force could hinder the work of outreach and the use of the premises as a resource for the wider community. In response we are prepared on request to extend our Church Liability policies at an additional annual premium of £100 per group. This extension provides the essential cover, but the provisos place limitations which we feel to be reasonable and of which careful note should be taken. Each group would need to be named.

The most we will pay under this extension inclusive of all damages costs and expenses is £2,000,000 for any one event.

We will not provide an indemnity in respect of (a) liability incurred in respect of accidents away from the hired premises; (b) liability arising out of food and drink supplied by a professional caterer; (c) liability arising out of the use of bouncy castles or other inflatables, fly walls, bungee equipment or any similar activity equipment; (d) liability arising from bonfires and fireworks; (e) liability arising out of any organised sports activities; (f) liability arising out of any other activity of a hazardous nature; (g) liability assumed by agreement unless liability would have attached without such agreement; (h) liability which is insured elsewhere under any policy.

If you wish to be added to the church's insurance policy, please ask the church administrator. You will, of course, be required to pay the insurance premium.

Conditions of hire - Safeguarding

The Diocese of Bath and Wells requires that hirers of church premises operate a safeguarding policy where activities are provided for children or vulnerable adults without a parent or carer present. The responsibility for operating the safeguarding policy rests with the hirer, not with the church.

For regular bookings, the church's Safeguarding Officer will provide further information, assess whether the hirer's safeguarding practice is adequate, and sight Disclosure and Barring (DBS) Certificates to check that they are up to date. A copy of the church's Safeguarding Policy may be provided, where the hirer's organisation does not have one of their own; however, the church is not able to process applications for DBS certificates for other organisations.

For one-off bookings, it will usually be impractical to apply the church's Safeguarding Policy in full. Hirers running activities such as children's parties should ensure that there is an appropriate ratio of adults to children. Hirers running events that are open to the public, such as concerts, are not expected to make provision for vulnerable adults who may attend without a carer present, unknown to the organisers.

Conditions of Hire (continued) and other information

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| Alarm System | If the security alarm is activated, call one of the numbers listed on the notice in the link corridor. |
| Alcohol | Alcohol may be consumed on the premises at the church's discretion. It is the responsibility of hirers to obtain a Temporary Event Notice (TEN) from Taunton Deane Borough Council (cost £21 as of August 2015). The person who submits the TEN application should be the person in control of selling the alcohol. See the TDBC website for details. |
| Audio-visual equipment | Unlock the smaller cupboard in the Large Hall, and follow the instructions for the Wireless Internet, the data projector and the sound system. |
| Ball games | The use of hard balls is prohibited indoors. Soft balls (e.g. made of foam) may be used. |
| Bookings | All bookings are to be made with the Church Administrator and confirmed in writing. The Parochial Church Council (PCC) reserves the right to refuse or terminate bookings. The booking period shall include preparation and clearing up time. The booking agreement between the hirer and the PCC is as stated on the signed and accepted booking form. |
| Cancellations | Cancellations may be made at any time. A donation of £5 or £10 to cover administration costs would be appreciated. |

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| Car Parking | Hire of rooms does not include car parking for people attending an event. Normally, permission will be given for parking vehicles bringing equipment, or for disabled patrons. |
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|------------------------------|---|
| Children | The top bolt on the door from the corridor to the car park allows adults to come and go but is out of reach of young children. Children must be closely supervised when in the kitchen. |
| Churchyard | Anyone using the churchyard is strongly recommended to search the ground for needles, etc. |
| Damage | ALL DAMAGE TO PREMISES OR EQUIPMENT MUST BE REPORTED AT ONCE IF IT AFFECTS SECURITY, otherwise within 48 hours. Breakages must be paid for. Note that the gas fires and guards in the halls must not be used as seats. The church is not responsible for loss or damage to the equipment or property of the hirers. The church reserves the right to charge a deposit against damages. |
| Electrical protection | Plug-in RCD circuit breakers are available for use in the church if required. Please ask for them. |
| Emergencies | See the notices regarding the action to be taken in case of fire. You should familiarise yourself with escape routes. |
| Equipment | Church equipment (electrical and other) is inspected on an annual basis. It may be used with permission, but the hirer is responsible for any further safety checks that he or she may deem necessary. The hirer is responsible for carrying out safety checks on any equipment brought onto church premises. |
| Fly posting | This is illegal and the church neither condones nor accepts any responsibility for fly posting. Any reported fly posting will result in cancellation of the booking and refusal of any future requests for bookings. |
| Food preparation | The church is not licensed for the preparation of food. Any requirement to prepare food on church premises (other than drinks and unheated snacks) should be discussed with the Church Administrator. No consumables are provided by the church. |
| Furniture | If you move furniture in the church, arrange for someone to note its position before moving it. |
| Keys | A charge will be made for the replacement of lost keys. The church reserves the right to charge a deposit for keys. |
| Leaving time | The premises shall be vacated by the agreed time. Latest vacation time is 22:30, unless agreed otherwise. |
| Maximum numbers | The capacity is not limited by regulations, but you should assess the risk according to the nature of what you are doing. As a rough guide, the Large Hall can comfortably take up to 120 in an audience, or 100 seated at tables. The Small Hall can seat about 40 people in an audience, or about 25 at tables. The absolute maximum number for the Church is around 400, but this needs extra chairs and around 100 of the seats will be behind pillars. |
| Noise | There is generally no problem with noise from events on church premises, but please consider the proximity of the almshouses in St James Close (at the east end of the churchyard) if an event is due to finish late in the evening. Hirers requiring quiet should check if there are special events planned at the adjacent Cricket Ground. |

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| Rubbish | Please take all rubbish away with you , as we do not have the capacity to store it. No food or food waste is to be left in the kitchen. Small amounts of non-food waste may be left in the kitchen bin. If you need to replace the sack, a roll is kept in a drawer near to the bin. No excess articles after sales etc. are to be left on the premises. |
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| Storage | No storage space is available on the premises except by prior permission. Any requirement to leave equipment overnight should be recorded on the booking form. |
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Checklist for leaving the Halls

(tick)

| | | |
|------------|--|--|
| Small Hall | Outside door locked | |
| | All hirer's equipment, papers, food, rubbish, etc removed | |
| | HEATER OFF (turned down to pilot light in the winter) | |
| | Furniture put away or left as agreed with church | |
| | Lights out | |
| | Door to Large Hall locked | |
| Large Hall | Door to car park secure and inner door locked | |
| | All hirer's equipment, papers, rubbish, food, etc removed | |
| | HEATERS OFF (turned down to pilot light in the winter) – check all three | |
| | Furniture put away or left as agreed with church | |
| | Data projector and sound system turned off | |
| | Door to AV cupboard locked | |
| | Lights out | |
| | Door to corridor locked | |
| Kitchen | All hirer's equipment, papers, rubbish, food, etc removed | |
| | Shutter lowered | |
| | Cooker extractor turned off | |
| | All crockery and cutlery used by hirer washed up and put away | |
| | Lights off | |
| | Door to corridor locked | |
| Toilets | All three toilets left in a reasonably clean state | |
| | Lights off in all three toilets | |
| Locking | If there are other users on the premises, inform them you are leaving and ask them if they want the latch set on the door from the corridor to the car park. | |
| | Lights off in corridor and outside porch | |
| | Lock both "normal" locks on the door to the car park | |
| | Put the key in an envelope and post it through the church office letter box | |
| Rubbish | Please take all your rubbish with you! | |

BOOKING FORM

*** Please complete a separate form for each day of hire as times and requirements may vary (e.g. for rehearsals). ***

| 1. The Event | | | |
|---|-------------------------------------|--|--------------------------------|
| Date of the event: | Time of the event: | Approximate no. of people | performers: audience: |
| Arrival (unlocking) time: | Departure (locking up) time: | | |
| Name of the group making the booking: | | | |
| Title or description of the event: | | | |
| We have our own insurance and enclose a photocopy of our current insurance certificate (please tick) | | | |
| 2. Premises Required (indicate the times you require each room) | | | |
| Church | Large Hall | Small Hall | Kitchen |
| from: to: | from: to: | from: to: | from: to: |
| 3. Do you also require... | | Fee | Please tick |
| For hiring of the church itself, for one-off events we will provide a church representative to unlock and lock (not needed for the halls). | | £16 | |
| Or, if available, a church representative could be present all of the time. In either case, hirers of the church should provide their own steward(s) to meet the church representative to unlock, and stay until the premises are locked after the event. | | £24 for the first three hours, then £8 per hour | |
| The church sound system requires a trained operator either from the church's own team (if available), or someone approved by the church. The charge for a church-provided sound system operator is: | | | |
| Data projector and large hanging back projection screen (4 x 3 format) in the church. Church to set up. NB supply your own PC. | | £30 | |
| Small overhead projector and portable screen (church or hall). | | £30 | |
| Staging (for use on church premises only) per 24 hr period | | £45 / 24 hrs | |
| tables to be brought from the hall to the church | | - | |
| vehicles to be parked for equipment or disabled people | | - | |
| To leave equipment overnight (please give details below) | | - | |
| Is there anything else you require or we may need to know? | | | Keys given to: |
| | | | Date out: |
| | | | Returned: |
| 4. Contact Details (please print) | | The name of the person who is responsible for the practical arrangements for the event – collecting keys, unlocking, moving furniture, clearing up, etc. | |
| Name: | | Name and address to which the invoice should be sent, if different | |
| Address: | | | |
| Telephone/mobile number(s): | | | |
| Email: | | | |
| Signature: | | I accept the Conditions of Hire. | |
| | | Date: | |