

**ST EDMUND'S PARISH CHURCH, ROUNDHAY**  
**HIRING THE CHURCH BUILDING**  
**BOOKING AGREEMENT FORM**

An agreement between Name of Organisation (The hirer).....

Contact person.....

Address .....

Landline telephone number .....

Mobile telephone number .....

E-mail Address .....

And St Edmund's Church subject to the terms set out below:

Purpose of hire .....

Do you wish to hire the main church and side chapel? .....

main church only?.....

side chapel only?.....

Dates of proposed hire including rehearsal times .....

Start time for hire..... End time of hire.....

**Allowance should be made for setting up and clearing away when you set the times above.**

Are changing facilities needed?.....

Is the use of the Church Grand Piano required? .....

Is the use of the Church Organ required? .....

A servery is available for hirers to serve refreshments. The hirer is responsible for clearing away.

**Will alcohol be served? .....**

**If so, a Temporary Entertainment Notice (TEN) must be applied for from Leeds City Council and must be seen by a representative of the Church before the event can proceed**

Will the use of the sound system be required?.....

Will the use of the projector and screen be needed?.....

**FEES:**

The normal fee for hiring the main church is £35 per hour

In addition there is a charge of £30 to move the furniture and chairs back after an orchestral concert.

For the Use of the piano   £25

For the Use of the organ   £30

Please make cheques payable to St Edmund's PCC.

Deposit to be received with this booking form.....

(10% of the fee with a minimum of £25)

Returnable bond of £100 to cover damage.....

To be returned within 7 working days of the event

TOTAL AMOUNT payable.....

St Edmund's is now deemed to be a concert venue and as such we need to inform you that we will have to pass on to you retrospectively the Performing Rights Society charges. If the works you are performing are out of copyright there will be no charge. If they are within copyright currently classical concerts are charged under tariff LC (Live Classical). If the average ticket price is over £5, then the charge is 4.8% of the net box office, with a minimum fee of £24.77. However if the average ticket price is free or under £5 then the event is charged on attendance; the charge is £12.38 for the first 50 persons admitted and £6.19 for each band of 25 (or part thereof) admitted afterwards.

You can send your lists to Tanyel Gumushan, [Tanyel.Gumushan@pplprs.co.uk](mailto:Tanyel.Gumushan@pplprs.co.uk), for review in advance or call her on 0166 290 4245.

#### **TERMS AND CONDITIONS OF HIRE:**

The PCC make every effort to ensure the safety of all who use the church premises.

Hirers are responsible for all preparation and clearing within the hire time. The hirer will agree to assist in returning all furniture to its starting position.

Hirers must make sure they know where fire extinguishers, fire exits and first aid kits are found. The information may be found on the noticeboard to the right of the door on the south side of the church. You must abide by the Health and Safety Policy of St Edmund's Church while using the church building.

The Church Insurance will cover normal use of the building. It does not cover damage to musical instruments or other equipment brought into the church by the hirers. The hirer must provide their own insurance for third party damage caused by the activities undertaken by the hirer.

**The hirers must provide evidence of having their own adequate insurance to cover all legal liabilities which could arise including personal injury, damage to the hirer's property or damage to the property of others arising out of the hirer's occupation and activities within the church.**

If the hirer's activities involve children under 18 or vulnerable adults the hirer must make sure the leaders have the required DBS (safeguarding) checks in place.

If alcohol is to be served the hirer must apply for a Temporary Entertainment Notice (TEN) from Leeds City Council and this notice must be displayed at the event.

A non-returnable deposit of 10% of the fee (minimum £25) will be paid by the hirers to confirm the booking before the event.

A returnable bond of £100 must be paid with the balance 7 days before the event.

Performing Rights charges will be passed on retrospectively.

I make application for the use of the church premises as set out above and agree to abide by the above Terms and Conditions of Hire. On behalf of my organisation I accept liability for the property, personnel using the building and all activities during the period of this booking.

Name.....

Signature..... DATE.....  
(For the hirer)

Name.....

Signature..... DATE.....  
(For St Edmund's Church)

Please return this form to Jean Livesey, 48 West Park Grove, LS8 2DY. Tel:2937403