



THE CITY CHURCH OF OXFORD

Terms and Conditions for Hire

Full acceptance of these regulations is a requirement for any person seeking to hire the church premises of St. Michael at the North Gate (hereafter referred to as 'the organiser'). The definition and interpretation of any part of these Regulations will rest with the church officer on duty (usually the church caretaker). Any reasonable requests made by the church caretaker must be promptly carried out. Failure to comply will result in cancellation of booking and/or loss of deposit.

Conditions to be Observed by all users

- The following definitions apply to these paragraphs (1 – 25 & a – f):
 - Building:** the whole of the church and parish area, including the kitchen and toilet. The booking agreement will include details of what parts of the building are being hired in each instance.
 - Premises:** the building and external spaces belonging to the church, such as the courtyard and graveyard.
 - Furniture:** any moveable furniture, fittings or items belonging to St Michael's, including the piano and harpsichord.
- his/her discussion, or emailed to church.administrator@smng.org.uk. The church cannot take on responsibility for advertising events.
- LIABILITY.** THE HIRER should ensure that any necessary third party insurance has been taken out. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the building. THE HIRER may be asked to disclose their insurance cover to verify this.
- All matters connected with insurance, and with legal requirements such as licensing, are the responsibility of the organisers. The Parochial Church Council accepts no liability of any kind.

GENERAL

- St Michael's is a **CHRISTIAN CHURCH**, and according to Church of England law we cannot allow any acts of worship, other than Christian worship, in the building. All those who frequent St Michael's church must respect the sacred character of the building, and conduct themselves accordingly. The nature of the event and the type of performance must be fully disclosed when making the booking.
- Arrangements are subject to change/cancellation if a special service, such as a funeral, has to be arranged at short notice. In the event of the PCC cancelling the booking, all fees/deposit paid by THE HIRER shall be refunded, or another date arranged for the booking.
- In the event that the building is rendered unfit for use, the PCC is not liable for any resulting losses or damages incurred by THE HIRER.
- PARKING.** The church can occasionally provide limited parking (two cars maximum). Permission must be sought when the booking is first made. Each car must be booked in for a specified amount of time. Due to the small size of the car park, however, permission cannot always be granted.
- ADVERTISING.** No posters or leaflets are to be put on display in church premises; however, hard copies of posters and/or flyers can be left in the post box for the church administrator to put up at

CARE OF THE BUILDING

- MOVING FURNITURE.** Permission must be obtained from the church caretaker before any part of the church fabric is rearranged. Where permission for furniture to be moved from the church caretaker is granted, it is the responsibility of the organisers to ensure that they liaise with the church caretaker to restore all furniture to its original place. The church must be left in the same state as it was upon arrival. Nothing shall be done which might damage the fabric, equipment, furniture or fittings of the church.
- NOISE AND DISTURBANCE.** All forms of antisocial behaviour and excessive noise are prohibited. THE HIRER is responsible for the preservation of good order.
- DAMAGE.** THE HIRER shall be liable to pay for any damage, theft, loss or injury etc. that occurs on church premises during the period of the booking. All breakages etc. must be reported to the church caretaker immediately and will be charged and invoiced to the HIRER.
- SMOKING** is prohibited on the premises; this includes both indoor and outdoor spaces.
- ANIMALS.** Only guide dogs are permitted inside the building, except by prior written permission.

14. **CLEANING UP.** THE HIRER is responsible for insuring any rubbish, waste or mess are cleared up and disposed of correctly.
15. **LOCKING UP.** Key holders are expected to ensure the premises are left secure after the event. For non key holders, the church caretaker will ensure access to the church at the starting time, and will lock up afterwards. THE HIRER is responsible for ensuring that the lights are turned off, the air-conditioning is turned off, and the premises are left secure after the end of the event, where it occurs outside of shop opening hours and another group does not come in to use the space immediately.

SAFETY

16. **FIRE.** The use of candles/naked flames is prohibited on the premises except by prior arrangement with the vicar, church wardens, church caretaker or church administrator.
17. **FIRE EXTINGUISHERS.** THE HIRER should familiarise themselves with fire regulations, appliances and exits. The Fire Brigade should be called out to any outbreak of fire, however slight, and the incident reported to the church administrator, VICAR or WARDENS.
18. **FIRE EXITS** must not be obstructed at any time.
19. **FIRST AID.** A first aid box is located in the KITCHEN and the TOWER ROOM.
20. **ACCIDENTS.** Any incident involving personal injury must be recorded in the ACCIDENT BOOK, located in the KITCHEN. Serious injuries should be reported to the church administrator, VICAR or WARDENS, as soon as is feasible.

ACCESS

21. **SECURITY.** The keypad door from the courtyard must not be left open and unattended at any time. The code to the door must not be passed on to anyone. If anyone needs the entry code, please ask them to contact the church administrator or

the church caretaker. THE HIRER is responsible for the management of the event and security of the premises during the time of the booking, when the event occurs outside of normal church opening hours. THE HIRER is responsible for ensuring the church is not left unattended at any time, nor unauthorised access granted.

22. **ON THE NIGHT** if there are any last minute difficulties, including relating to access, ring the church caretaker on 01865 255 770.
23. **BOOKING TIMES** must be agreed upon in advance and adhered to, and **must** include setting up and clearing up time. THE HIRER may be charged, at the discretion of the church administrator, if the booking times are not adhered to.
24. **EVENING USE.** All hires must vacate the building by the time agreed with the church caretaker. No extensions beyond this time can be accepted.

KITCHEN USE

25. **REFRESHMENTS.** Permission must be sought when the booking is first made should the organiser wish to provide refreshments. If permission is granted, the church may provide a table for such purposes (if requested in the booking form). All other utensils required should normally be provided by and disposed of or taken away by the organisers. If any church utensils are used, please wash up and return to where you found them any that are used. THE HIRER shall observe all relevant food health and hygiene legislation and regulations in preparing, serving or selling food.
26. **ALCOHOL** may not be sold on the premises. THE HIRER must seek prior written permission to serve alcohol at an event without charge. If alcohol is served during an event, empty bottles and other containers must not be left on the premises. Unopened or left-over alcohol must not be left on the premises except by written permission of a member of St Michael's staff.

Conditions to be Observed for Musicians

- | | |
|---|--|
| <ol style="list-style-type: none"> a. Permission must be obtained in advance for the use of amplifiers. b. No rehearsal or performance is to impede the normal routine of the church. During day-time rehearsals the church, shop and tower will remain open to the public, and the public's access must not be impaired. c. If music which is still in copyright will be performed, it is the event promoter's responsibility to ensure that the correct fee is paid to the Performing Right Society. St Michael at the North Gate will not levy or handle these fees. d. The church cannot provide any front of house services. Ticket sellers/door attendants must be provided and stationed by the church entrance. | <ol style="list-style-type: none"> e. Permission must be obtained in advance to hire the piano, harpsichord, electric keyboard and/or organ. It is not permitted for performers to provide their own piano. Users who have permission to use the harpsichord will need to liaise with the caretaker to move it, and provide people to move it. f. All other instruments and equipment, music stands etc., must be provided by the performers/organisers. It is not possible for any such items to be stored on church premises in advance of or beyond the times of the booking. |
|---|--|

Thank you for your compliance with these conditions.

We wish you a happy time at St Michael's, and hope that you will visit us again in the future.