

ST ASAPH PARISH CHURCH Terms and Conditions of Hire

Thank you for choosing the parish church for your event/activity. Hire of the premises is subject to the following terms and conditions. Please read them carefully before signing and returning the **Booking Form**.

Acceptance of a booking The Church Committee reserves the right to determine any letting or refuse a hire application. The Church premises will not be let to individuals or organisations if there is reason to believe that the name of the Church or of the Church in Wales will be brought into disrepute. The hirer must be at least 18 years old. The letting agreement is not transferable and the hirer shall not sub-let the premises.

Capacity The maximum capacity is 140 people, however, that involves seating on the gallery, and for the main body of the church the maximum is 100. The hirer must provide their own stewards in the ratio of at least one steward per 30 persons.

Booking Times (see page 4) must include adequate time for setting up/clearing away for your activity.

Opening and closing the church. The churchwarden or representative will show the hirer round the premises in advance of the hire. A church volunteer will be present at your arrival and will also attend at your departure. For that reason it is important to state when you will be arriving. The church volunteer will give you a phone number to contact in the event of any problems.

Furniture: Hirers are responsible for setting out chairs. Please only move two chairs at a time to avoid leaving scrape marks on the floor by dragging a stack of chairs. Chairs should not be stacked more than 6 high and should not be stacked in front of the piano. **Chairs and tables must be returned by hirers to their former position at the end of the hire period.** Please see the photographs in the church to confirm how chairs should be replaced after your session.

The round tables must not be used by hirers as they are heavy and difficult to manoeuvre. The piano can be moved carefully on its new castors, which should be locked in position when placed where required.

Specific areas of the church: It should be borne in mind that the church is first and foremost a place of worship and is an important listed medieval building that has been redesigned to also be available for community activities.

The **sanctuary (altar area)** should not be used except on specific occasions with permission from Father Rex. The altar chairs are not available for use. The altar and sanctuary chairs should only be moved by church volunteers.

The **side chapel** can be used as a breakout room but permission should be sought for this.

The **gallery** is available if large numbers are anticipated.

The **churchyard** may be available for hire by special request.

Insurance: Public Liability Insurance is held by St Asaph Parish Church (Church Committee) for the use of the building. This insurance **does not** extend to indemnify any outside groups hiring the premises.

The hirer is responsible for making adequate arrangements to insure against any Third Party claims which may be made against the hirer or his/her organisation whilst using the premises. The Church will not accept liability for accident or injury arising out of activities for which the church has been hired. It is the responsibility of the hirer to ensure that the premises are appropriate for the purposes for which they intend to use them. The hirer will be responsible for supervision of activities during the period of hire.

The hirer must indemnify the Church Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring. **Individuals hiring the premises for a private function should check with their household insurers to ensure that public liability cover would extend to the organising of such an event.** The hirer may be required to provide a copy of his/her insurance policy prior to the period of hire.

Children and Vulnerable Adults: It is the hirer's responsibility to ensure the protection of children and vulnerable adults attending any event organised by them, and to ensure they are kept safe from harm during the hire period.

The hirer must ensure that any activities for children comply with the Church in Wales Safeguarding Policy www.churchinwales.org.uk/en/safeguarding

Hirers wishing to run activities for unaccompanied minors must produce proof of a current DBS (formerly CRB) certificate at the time of hiring and ensure that adequate supervision is in place for the activity taking place.

Accidents All accidents however minor must be reported to the church volunteer who will record it in the Accident Book in church. In the event of a significant accident the churchwarden should be notified immediately (Marion Hughes 07841 160430). Near misses should also be notified to the church volunteer.

Sound System The sound system controls must not be adjusted.

Emergencies. The safety of church users is paramount. The hirer will be shown emergency procedures on being taken around the building. Please ensure that you keep exits clear, that you know the location of fire **extinguishers and have read the evacuation procedures.** It is the hirer's responsibility to keep a record of those present and for large bookings stewards must be made fully aware of evacuation procedures and the needs of those requiring assistance. Personal belongings are the responsibility of individuals. The person making a booking is responsible for passing on this information to the organiser/leader of the meeting/event.

Food Hygiene. The hirer must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

Kitchen. When catering of any kind is undertaken it must be supervised by someone with appropriate qualification/training (as a minimum Level 2 Food Safety & Hygiene). For safety reasons it is advisable that the numbers in the kitchen space be restricted to two persons at a time and children should not be allowed into the space at any time. Please respect the area and leave it and the equipment in a clean condition, as you would expect to find it.

We can provide flasks of hot water. We can provide tea, coffee and refreshments at a small charge.

Alcohol/Smoking. The premises are not licensed. No alcohol is permitted apart from with meals with prior arrangement. The hirer is not permitted to organise their own occasional licence for alcohol. Smoking is not allowed in the building.

Rubbish. Hirers are required to take away all rubbish generated including baby nappies. The toilets use a macerator so cleaning wipes, sanitary products etc **MUST NOT** be flushed down the toilet. The hirer may be held responsible for any costs incurred for unblocking the macerator.

Cleaning: The building is cleaned regularly by church volunteers. Hirers must ensure that the premises are left clean and tidy. A dustpan and brush will be available for use. Animals are not allowed in the church, with the exception of guide or service dogs.

Payment for one-off bookings should be made at the time of booking or as agreed with the booking secretary. Regular bookings will be invoiced as agreed with the booking secretary.

Church Business It may very occasionally be necessary to cancel, postpone or reschedule bookings. Hirers will be given adequate notice if this occurs.

Breach of Conditions The church may terminate the agreement immediately at any time if there is a breach of these conditions by the hirer.

Contacts for enquiries or bookings

- Dave Bradley 07876 732922 (booking secretary) or if unavailable
- Marion Hughes on 07841 160430.
- The church voicemail is 01745 535957

Charges for Hire

The church is hired by the session, and the vestry (which is a small meeting room for a maximum of 10) is available for up to two hours.

Session timing	Local voluntary organisations, groups and charities	Commercial organisations
Morning (9-1)	£32	£85
Afternoon (1.30-5.30)	£32	£85
Evening (6-9.30)	£32	£85

please note that hire periods outside these times will have pro rata adjustment in charges.

Facilities	Local voluntary organisations, groups and charities	Commercial organisations
Microphone and sound system	£2	£5
Large screen TV	£7	£15
Mugs and hot water use	£5	£10
Kitchen	£15	£30

If outside catering is used for an event, the caterers may use the kitchen for the above charge provided they hold the necessary Level 2 Food Safety and Hygiene certificate. The vestry is available for small groups at £10 for up to two hours.

Payment: Payment is preferably by bank transfer, or if not possible, by cheque made out to St Asaph Parish Church..

Account: Eglwys Sant Asa Llanelwy
Sort Code 54-41-11
Account number 01504703

Payment arrangements for regular booking can be made with the initial agreement. Full payment should be made by bank transfer or cheque at the time of the event.

Date: 16th February 2026