

DIRECTIONS FOR THE USE OF ST THOMAS CHURCH

APPLICATION FORM: A signed Application Form is required for each event.

PAYMENT: A payment of half the fee is required upon receipt of invoice to confirm the booking. Outstanding fees and deposit must be paid at or by the time of keys collection. Cheques made payable to Lymington PCC should be delivered to the Parish Administrator at the Parish Office. Receipts will only be issued on request.

DEPOSIT: For all bookings, a deposit of £50 is required, to be refunded on return of the keys to the Parish Office, the Church being left in a satisfactory condition and conditions of hire having been followed.

LOSS OF KEYS: Losing the keys would result in expenditure in the order of £400 to replace locks which would be paid for by the hirer.

KEYS COLLECTION: Keys will be available for collection in person from the Parish Office on the nearest working day between 9.30am and 11.30am Monday to Friday, and should be returned the next working day.

CANCELLATION OF BOOKING: Notice of cancellation by a hirer should be given at the earliest opportunity. A fee of £50 is payable if the notice given does not allow another booking to be taken. Should the church be unavailable due to circumstances beyond our control all payment received will be refunded but no further liability can be accepted.

PUBLICITY: Upon receipt of the initial payment, the Parish Administrator will be pleased to provide hirers on request with the following publicity:

- date, time and title of event in the News Sheet, the Magazine and the Parish Website;
- display your poster on church noticeboards when space permits (maximum A4 size).

NUMBERS: A maximum of about 500 people can be seated in St Thomas Church: 300 downstairs and 200 in the gallery. There are normally 150 chairs set out downstairs, a further 150 folding chairs are available in the chair store. Laying these out and putting them back is the responsibility of the hirer. **NB Only the folding chairs may be moved, the wooden chairs must remain as laid out, and the shelves at the back of these chairs must not be touched.** Additional chairs must not obstruct aisles or entrances/exits.

CHURCH SERVERY: may be hired for light refreshments only and all carpet spills must be cleaned by the hirer.

SANCTUARY AND SACRISTY: The Sanctuary and Sacristy remain closed during events organised by hirers, *subject only to explicit authorisation by the Vicar.*

ORCHESTRAS: brass players must not shake spittle from their instruments onto the carpet.

GRAND PIANO, CHAMBER ORGAN AND MAIN ORGAN: These instruments may only be used with the permission of our organist, Martin Penrose, who may be contacted on 02380 864439, email penrosemusic@aol.com. The piano is tuned every six months. If a hirer wishes to have it tuned at their own expense (by our own tuner) contact should be made with the Parish Administrator.

FIRE PRECAUTIONS: Hirers are required to observe fire precautions, and must make themselves familiar with the locations of appliances, and of fire exits, which must not be obstructed.

EMERGENCY EVACUATION: Hirers are required to provide and train stewards to control any emergency evacuation of the Church which may become necessary.

FIRST AID: A First Aid Box, Accident Report Forms and Health and Safety Policy are in the centre cupboard of the servery.

RUBBISH: Please note that all rubbish must be removed from the site.

See overleaf for RESPONSIBILITIES OF HIRERS

RESPONSIBILITIES OF HIRERS:

Hirers are reminded of their responsibilities under Health & Safety legislation. They should familiarise themselves with the Health & Safety Policy Document.

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of hirers to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers are required to provide details using an Accident Report Form of any incident occurring during their occupation of the premises which did or could give rise to injury or illness as soon as possible after the incident but in any case before the premises are vacated by the hirers.

The Vicar and Churchwardens do not accept responsibility for any loss or damage to the goods of the hirer, or of third parties, on the premises, whether or not caused or contributed to by any negligence on their part or on the part of their agents.

The Vicar and Churchwardens retain discretion to refuse any application for the hire of the Church for purposes which they consider inappropriate to a place of worship.

The Parish Office
St Thomas Church
St Thomas Street
Lymington
SO41 9ND
Telephone: 01590 676194
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