



**St Dionis**

## **St Dionis Church Events Booking Terms & Conditions**

### **Key terms of reference for this document**

**The Licensor:** St Dionis Church, Parsons Green

**The Client:** Is the organisation / person hiring the venue

These terms and conditions shall be binding on any person or organisation (the client) who enters into an 'Agreement' to hire part of or all of the building at 18A Parsons Green ("the premises") from St Dionis Church, 18A Parsons Green, London, SW6 4UH. Charity number: 1132734 (St Dionis Church).

### **Your Booking.**

- Once St Dionis Church has sent the client a written confirmation of the booking, we reserve the right to cancel any hiring at any time in the event of an unavoidable or overriding requirement for the religious use of the building.
- No booking will be treated as confirmed until St Dionis Church has received confirmation of the client's key booking details (time, date, purpose, areas required for reservation), agreement to the terms and conditions as set out in this document, and a booking deposit has been paid (if required for the proposed event).
- Payment is due strictly within 28 days of final invoice. Late payment may result in restrictions on future use of our facilities. All payments should be made by bank transfer. Please include the booking reference number when making your payment.
- St Dionis Church reserves the right to refuse clients the use of part or all the premises at its absolute discretion. St Dionis Church is part of the Church of England. The discretion to refuse applications to use the premises includes (but is not limited to) discretion to refuse applications considered to be at odds with the genuine religious belief that is central to the organisation's purpose and function. The client shall not assign the Agreement to any other party.
- In the event of the premises not being vacated by the time specified in the Booking Confirmation, the client will be liable to pay a £80 surcharge for each half hour or part thereof during which the occupation of the premises by the client continues. The client will also be liable to St Dionis Church for any losses sustained by the late running of the booking.

### **Safeguarding Policy**

- The safeguarding of children, young people and adults at risk is an important part of all Church activities. The client is required to read and acknowledge acceptance of our Safeguarding Policy found here: <https://www.stdionis.org.uk/page/safeguarding/> by signing these terms and conditions.
- The client will at all times act in a manner commensurate with the principles of the safeguarding objectives of the Diocese of London.
- The client will take all reasonable steps to ensure that the physical and mental health of all persons on site in conjunction with their booking will be protected.

## Access to building

- There is no entitlement to access all or part of the building or equipment outside the hiring period.
- The grant of permission of access at any time is at the absolute discretion of St Dionis Church. The client must only use the parts of the building agreed in the Booking Confirmation; use of additional areas outside the hiring agreement will result in additional fees.

## Use of building

- The premises shall be used only for the purposes set out in the Booking Confirmation which has been approved by St Dionis Church.
- The preservation of proper order both inside and outside of the premises shall be the responsibility of the client. As a church, "proper order" includes maintaining behaviour that is consistent with our Christian ethos.
- The use of the building must be appropriate and compatible with its consecration as a place of worship. No dangerous or harmful activity shall be permitted. Explosives, toxic, hazardous, odorous, or flammable substances shall not be brought onto or used in the building.
- **Smoking is not permitted anywhere in the St Dionis Church building or on the premises. This includes the use of simulated smoking products popularly known as "vaping" or "e-cigarettes."**
- The client will not engage in behaviour or activity, either in person, or in social media engagements, which are contrary to the values, mission or purpose of the site as a place of Christian worship or ethics.
- Different groups may be using different parts of the premises at the same time and will be required to share common facilities including but not limited to corridors, reception and toilets.
- **The client shall keep the part of the premises being used in a neat and tidy condition during their use and will return it to the condition in which they found it.**
- The client shall be responsible for any damage caused by or arising out of their occupancy of the premises to the fabric; fixtures or fittings; and any property otherwise contained within the premises. St Dionis Church reserves the right to make good any damage at the client's expense. St Dionis Church reserves the right, during the period between any such damage occurring and it being made good, to hire or otherwise obtain reasonable alternative facilities (including but not limited to hire of furniture, equipment, premises, and staff to facilitate use of these) to enable St Dionis Church undertakings and fulfilment of its obligations under contract or otherwise to continue until the damage is made good, at the client's expense.
- The client hereby undertakes to ensure that all responsibilities as discussed with the St Dionis Church Facilities Team are fully discharged. Some bookings may require a damage deposit.
- The client shall be responsible for ensuring persons to whom permission is granted to use the equipment are appropriately trained, and where necessary, that they hold appropriate qualifications for the tasks and operations concerned.
- The client shall prevent all persons other than anyone authorised by St Dionis Church from operating or using any appliances, equipment, machinery or other fixtures and fittings on the premises. Liability or any loss, injury or damage arising from any incident involving the equipment shall rest with the client.
- No sign or notices shall be displayed inside or outside the premises without the approval of St Dionis Church.



## St Dionis

- No foil helium balloons are to be used anywhere inside the building. They are only permitted strictly outside. Confetti including confetti canons/machines must not be thrown/used inside the church building at any point. Any confetti thrown outside must be biodegradable, eg natural rose petals.
- Only sponge balls may be used in the Church.
- No extra fittings, decorations or props shall be erected or brought onto the premises without the approval of St Dionis Church.
- No goods or services may be sold or offered for sale or for exchange of other goods or services within the building nor any collection taken without the prior permission of St Dionis Church. The liability for insurance of such items lies with the client.
- ***Guests who wish to wear stiletto heels must wear heel protectors to avoid damage to the wooden floor of our Grade II listed building.***

### Use of AV Equipment

- No alteration or addition to or use of existing sound, camera, lighting, musical, audio-visual, electric, electronic, kitchen or other equipment shall be carried out without the prior consent of St Dionis Church. Extra charges may apply for use of these facilities.
- All fittings and equipment brought onto the premises by the client shall be removed immediately after completion of the booking period unless there is an explicit agreement to the contrary with St Dionis Church. In the event of the client failing to clear the premises to the satisfaction of St Dionis Church this shall be done by St Dionis Church and the expense borne by the client.
- All electrical appliances brought onto and used on the premises by or on behalf of the client must be fully tested in compliance with current legislation and proof be exhibited to St Dionis Church, if required, to that effect.
- Any music should be kept to a reasonable level. **Disco's/Live music must finish by 10pm, and all music must cease by 11pm.**

### Health and Safety

- St Dionis Church is committed to the health and safety of its employees, members of the public and sub-contractors working on the premises. The client agrees to abide by all relevant provisions of health and safety law, and with any St Dionis Church health and safety rules and regulations.
- If any group or member of a group who is using the site has any relevant medical condition which may require additional medical support or intervention, either the client, or the person themselves are obliged to report it to the reception desk either in advance or on arrival. This includes persons of limited mobility who would require extra support in an emergency evacuation.
- The number of persons attending any event under the Agreement shall be limited to the capacity of the rooms as stipulated by St Dionis Church. The client shall not cause or allow the capacity to be exceeded.
- St Dionis Church, as a venue, does not require clients/hirers to provide a copy of their risk assessment forms, however, we do strongly encourage the client to carry out a thorough risk

assessment, and we reserve the right to request this completed risk assessment form from the client at any point.

- The client takes responsibility to ensure that no children under the age of 12 are to be on in the kitchen unless it is an organised and supervised activity. The client takes responsibility to supervise, at all times, any children aged 12 to 16 in the kitchen.

## Catering

- No food or drink items may be brought into the building as part of your event unless specifically agreed with St Dionis Church.
- In that instance the client, or food manufacturers/caterers employed by the client, providing food or drinks are responsible for protecting their Group from consuming allergens to which they are affected. The food will be stored in such a way as to avoid contamination, hands will be washed and suitable arrangements for the disposal of waste will be made. A deep fat fryer will not to be used in the church under any circumstance.
- Alcohol must not be sold on the premises at any time. If you would like to sell Alcohol at an event you must have St Dionis Church permission, then it is your responsibility to apply to the local council for a Temporary Licence and return a copy of this to the church at least 7 days before your event.

## Insurance

- The client will be responsible for any liability that arises from their use of the building or its equipment and are required to indemnify St Dionis Church against loss, costs and expenses arising from all claims from any party (including members of the public, the client's members, employees, contractors, etc.) arising from the client's use of the building and associated equipment.
- **Private hirers/clients** are advised to take out a Public Liability Policy with a minimum of £2 million indemnity limit to cover themselves and third parties during their booking period. A valid copy of this Public Liability Policy will be requested on booking.
- If hiring the venue as an **organisation/business/charity**, the client shall have Public Liability Insurance of a minimum of £5 million. The client will provide a valid copy of this Public Liability Policy alongside this terms and conditions document at the time of booking.
- The church has a public liability policy up to £10 million for any incident covering claims for negligence in maintaining the condition of the building and its equipment.

**St Dionis Church shall not be liable for any loss or damage to the property or goods used or exhibited on the premises or left by the client or persons attending the premises.**

- If any person is carrying items of significant cultural, financial, or historical value, they understand that St Dionis Church accepts no responsibility for the care or security of that item.

## Licenses

The client is responsible for obtaining all necessary licenses or consents from magistrates and the local authority to carry their proposed activity in the building. Failure to do so may result in your event being cancelled. St Dionis Church reserves the right to request proof of any required licenses from the client at any point.



## Payment

- To secure a booking, the key details (time, date, purpose, areas reserved, fees) of the booking must be confirmed with St Dionis Church including a signed copy of these terms and conditions, and the deposit paid (for larger events).
- Once received, your booking will be reserved in our booking system and a booking confirmation sent to the organiser of the event. The client now holds a reserved booking and a St Dionis Church invoice will then follow.

St Dionis Church reserves the right to require payment of all or part of any booking or reservation fee prior to and event if it is the opinion of the St Dionis Church that this is necessary to limit against exposure to financial risk.

Payment in advance under the Booking Agreement is due as follows:

PAYMENT	AMOUNT DUE ON RECEIPT OF INVOICE
Large Events, Conferences and Weddings	50% of total price on invoice (plus damage deposit if required)*
Events in St Dionis Church / Meeting Rooms	Total amount specified on invoice (within 28 days)

\*The booking deposit will be credited towards the total amount specified in the Booking Confirmation.

## Cancellations

- St Dionis Church reserves the right to cancel any Agreement without notice and without liability, legal or otherwise, to the client or any person affected thereby in the event of: war; riot; state of emergency; civil unrest; where any member of the public is at risk (or thought to be at risk); strike (official or otherwise); act of God; failure of electricity, gas or other power supply however caused; or for any reason whatsoever outside the control of St Dionis Church. In the event of such a cancellation, any monies deposited with St Dionis Church by the client in respect of the Agreement, shall be refunded in full to the client, at St Dionis Church's earliest convenience.
- In the event of the client cancelling their booking, after confirmation of booking proposal and any relevant payments made, the following cancellation fees will be due:

CANCELLATIONS	CANCELLATION FEE PAYABLE
6-28 days prior to the event date	50% of the total due under the booking agreement
5 working days or less prior to the event date	100% of the total due under the booking agreement including all catering and AV costs

In the event of a date change of a booking being made by the client after confirmation of booking proposal, a £25 administrative fee will be due.

Our regular office opening hours are from 8.30am – 4.30pm, there will be an additional £20 per hour charge for bookings outside of normal opening hours to cover the wages of the staff member who will oversee your event.

I confirm that I have read and agree to these terms and conditions, including the St Dionis Safeguarding policy.

I attach a copy of our Public Liability Insurance Policy here.

Date and Time of event:

..... (on behalf of the client)

Purpose of Event/s

..... (on behalf of the client)

Print name of principle booker:

..... (on behalf of the client)

Address of principle booker/Organisation:

..... (on behalf of the client)

.....

.....

Signed:

..... (on behalf of the client)

Date Contract Signed:

.....