



THE CHURCH OF ST JAMES THE GREATER

Church Office, St James' Hall, St James' Terrace, Leicester LE2 1NA
Telephone: 0116 254 2111 E-mail: office@stjamesthegreater.org.uk

Tariffs for the Use of the Church Premises – 2022

Church

Use of the Church	£250 per day
Steward	£30 each
Lighting and Heating	Price on application if heating is required
Use of Organ (Organist extra)	£100
Use of Grand Piano (Pianist extra)	£40
Use of Staging	£60
Candles	£125
PRS	pro rata
Administration	£25
Rehearsal on another day	by negotiation

Church Rooms

Use of Large Hall	£45 per hour for first two hours £35 per hour for each additional hour
Use of Kitchen	£30
Use of Staging	£40 per session
Use of Undercroft	£30 per hour for first two hours £25 per hour for each additional hour
Use of Kitchen	£30 per session
Use of Ashman Music Room	£20 per hour
Use of the Server's Vestry	£10 per hour
Lighting and Heating	Price on application if heating is required
Set up and Clear Away by SJG staff	£20 per hour
Deposit (for Church Rooms Hire)	£150 refundable if all conditions of hire are met. (see below)

A discount on these prices may be considered for regular users.

We will keep 50% of your booking deposit if you cancel with less than 14 days' notice.

CONDITIONS OF HIRE

1. **The Room Hire fee and deposit must be paid in advance.** Church Hire is Invoiced for payment after the event for agreed charges and rooms. A signed booking form agreeing to the conditions outlined in this document must be submitted to the Church Administrator in advance.
2. **The Room Hire deposit is repaid after the event if these conditions have been observed and in particular:**
 - a. **No overrun of the hire period;**
 - b. **No unauthorised use of facilities;**
 - c. **No loss or damage to the Church premises,**
 - d. **No additional cleaning required by church staff as a result of the event.**
3. If the booking is cancelled less than 14 days prior to the event, only 50% of the hire charges will be refunded.
4. The hire period must include sufficient time for preparation and clearing up. Access to the premises will not be available before the agreed start time. ALL users must have vacated the premises by the agreed finishing time, which must not be later than 10.30 pm.
5. **The hirer is responsible for leaving the premises in a clean and tidy state and is responsible for the removal and disposal of any waste. Recycling must be taken away with you.**
6. **The hirer is responsible for maintaining order inside and around the church premises.** This includes the correct handling of fixtures and fittings, particularly the curtains. The general noise level must not cause a nuisance to people using other parts of the premises or to neighbouring residents. Vehicles should be parked in accordance with traffic regulations and car park markings.
7. **Music must not be played on equipment that does not belong to the Church.** Acoustic music-making is permitted and recorded music may be played on the Church's own sound system.
8. Smoking is not permitted anywhere on the Church premises. Hirers who wish to burn candles or incense on the premises must consult the Church Administrator in advance of the booking.
9. The exits to the premises must not be obstructed during the hire period. The chain on the emergency door in the Large Hall must be unhooked and the bolts opened at the beginning of the hire period and closed again before leaving the premises. **Do not block the fire exit with the piano in the hall or a car outside the hall.**
10. On no occasion should the number of people in the Large Hall exceed 120. Similarly, the number in the Undercroft must not exceed 70. This number includes children
11. The hirer should ensure that the necessary insurance cover has been arranged for the event.
12. You are required to ensure that children and vulnerable adults are protected at all times, by taking all steps to prevent the occurrence of any injury, loss, damage or harm. Under 18's should be supervised by an adult.
13. Use of the kitchen(s) must be arranged in advance. They should only be used to prepare and serve pre-cooked food and no additional cooking equipment (e.g. portable barbecues) should be used anywhere on the premises.
14. Use of the staging in the Large Hall must be arranged in advance. Only authorised church staff must set up or dismantle the staging.
15. The hirer must not sub-let any part of the premises.
16. The Parochial Church Council will not be responsible for any theft or loss of property.
17. The Parochial Church Council reserves the right to cancel or not accept any booking that it considers to be against the policy of the Church or the public interest.
18. The Parochial Church Council reserves the right to cancel any booking with less than 24 hour notice if unforeseen external circumstances require the church or halls to be used on the selected dates. In this case, a full refund would be given.
19. The Parochial Church Council reserves the right to add or make changes to the terms and conditions of this agreement made between you, the Churchwardens and P.C.C. of St James the Greater, Leicester.

**FAILURE TO ADHERE TO ANY OF THESE CONDITIONS MAY RESULT IN THE BOOKING BEING CANCELLED AND MONIES PAID IN ADVANCE BEING LOST.
THE ENTIRE DEPOSIT WILL BE FORFEITED. January 2022**