

CHRIST CHURCH EAST SHEEN - CONFIRMATION OF BOOKING FORM

Client:	<input type="text"/>	Contact Tel No:	<input type="text"/>
Invoice Address:	<input type="text"/>	Venue:	Church Church East Sheen Christchurch Rd SW14 7AW
Date/s And Time/s:	<input type="text" value="Hire of CHRIST CHURCH EAST SHEEN SW14 7AW"/>		
Purpose:	<input type="text"/>	Total Fee:	£ <input type="text"/>
		Deposit:	£ <input type="text"/>
Email	<input type="text"/>		
Time from	<input type="text"/>	Time to	<input type="text"/>

Fees

Current rates of hire £220 for a concert/prize giving/ performances.

Rehearsals £20 per hour.

Verger to open up, close up and provide basic tidy up at the end of the event £80.

Charity rate £100.

Special Requirements and information:

Use of Organ	Y/N	
Use of Piano	Y/N	
Tuning request	Y/N	additional tuning cost £120 <i>Please allow three weeks prior notice</i>
Direct music enquiries should be sent to the Director of Music via music.cces@gmail.com		
Removal of Communion Rails*	Y/N	
Moving of the nave altar*	Y/N	
Moving pews*	Y/N	
<p>*The moving of pews is strictly limited to the front row. The pews must remain in the body of the church building, usually at the side of the church. Consideration of this should be made before making a booking.</p> <p>Any movement of church furniture should only be done with the prior agreement of the vicar, and moving should be supervised by a churchwarden, verger or appointed representative.</p>		

TERMS AND CONDITIONS

- 1. The times stated above include setting up and clearing.**
- 2. The building should be vacated by the second time shown.**
- 3. ADDITIONAL CHARGES WILL BE MADE FOR ANY EXTRA TIME USED or CLEANING.**
- 4. All charges are payable IN ADVANCE.**
- 5. Whilst we are not able to issue refunds for any cancellation, we would happily move your booking to another date.**
- 6. Please do not bring helium canisters onto the premises. *All* rubbish must be removed to the bins provided outside.**
- 7. Please leave the area you have hired CLEAN AND TIDY as you found it, any failure to do so will incur further charges. All breakages MUST be reported to the churchwardens and paid for.**
- 8. ONLY use masking tape or string to decorate; NO Blu-Tack, gaffer tape, Sellotape or pins please.**
- 9. Please DO NOT attempt to move pews, altar, piano or altar rails without prior agreement from the vicar. Any movement of furniture should be supervised by a churchwarden, vergers or appointed person.**
- 10. At a concert or event, we would normally ask for a collection on the door in aid of church funds, so that we can continue to make our beautiful Grade II listed building available for community use. Alternatively, you may direct people to use the contactless giving device.**
- 11. The Chancel and Sanctuary, including the Altars, are special places which must be treated with respect at all times. All coats, bags and other personal items should be left elsewhere within the building.**
- 12. No kind of tape may be used for rigging or marking up the church.**
- 13. No furnishings may be moved without permission.**
- 14. Prior permission must be obtained if you wish to use the church organ or grand piano, and a further fee may be charged in aid of tuning & maintenance in respect of these instruments.**
- 15. Please publicise Christ Church East Sheen in your publicity materials using the Christ Church logo on flyers, posters, programmes etc.**
- 16. Recording and/or broadcasting may not take place without prior permission, and a further fee may be charged in these circumstances. NB: Certain filming requests may need to have the permission of the Archdeacon or Chancellor of the Diocese.**
- 17. Please leave the church in the condition you find it, including the toilet facilities. If there is a problem with the facilities, please alert the vergers**
- 18. The sale of lottery tickets must not take place in the church, as we are not licenced for this.**
- 19. If you are selling or serving alcoholic drinks, please display a copy of the necessary licence from the Local Authority, and supply the church with a copy of this at least one week prior to the event.**
- 20. Please adhere to fire safety at all times, including keeping fire exits clear of bags etc.**

21. If you wish to bring your own electrical appliances (e.g. lighting) please discuss with us. All equipment must be annually PAT tested.
22. In the case of public performance of music etc. the hirer must comply with all copyright requirements.
23. All items brought into Christ Church are at the owners' own risk.
24. Please ensure adherence to Church law, which requires that all words, music and pictures in any play, concert or exhibition must not contradict Christian teaching and must be edifying. (Canons F15 Para 3 and F16 Para 1).
The Team Vicar and churchwardens can advise on this if you are unsure.

SAFEGUARING AND SAFER RECRUITMENT.

25. We abide by the Safeguarding Policy of the Diocese of Southwark (<https://southwark.anglican.org/safeguarding/diocesan-policies-procedures>) and expect all church users to do likewise. If your event involves children or adults at risk of harm, you must also have your own safeguarding policies and risk assessments in place and be able to show these to us.
 26. By signing this you agree to us storing your contact information for office and clerical use only, for details of our GDPR policy please visit our website www.chirstchurcheastsheen.org.uk
- 26A. You agree to adhere to any Government social distance guidance and follow all relevant NHS hygiene procedures.

GUIDELINES FOR THE SAFEGUARDING OF CHILDREN & VULNERABLE ADULTS FOR HIRING CHURCH PREMISES

INTRODUCTION

This policy statement sets out the means by which The Parish of Mortlake & East Sheen will ensure that every precaution is taken to protect children and vulnerable adults in receiving services provided by us. A full statement of the Safeguarding Policy can be found on the noticeboard in the entrance of the church.

AIMS

Our aims are to promote good practice in the protection of children and vulnerable adults. Also to protect those, who on either a paid or voluntary basis work with them, on parish premises.

PRINCIPLES

- All paid and voluntary workers using church premises who have **regular** and unsupervised access to children and young people are required to be checked through the Disclosure and Barring Service (DBS).
- Declarations of offences will be sought from all volunteers and paid staff with **regular** direct contact with children or vulnerable adults.
- Children and vulnerable people will be protected
- The welfare of the child is paramount
- All allegations of abuse will be taken seriously
- We will collaborate with statutory and voluntary agencies
- Volunteers will be trained and supported

NB: For one-off events, DBS clearance of **voluntary** helpers is not required.

DEFINITIONS

Children are defined as children and young people aged under 18 years. Vulnerable adults are defined as "any adult aged 18 or over who, by reason of mental or other disability, age, illness, or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation."

Adult / Child Ratios: Good Practice

The following are acceptable minimum ratios for adults to children, but ideally they should be higher. **On no account should a worker be by themselves.** The minimum number of adults should always be 2 and preferably 3, one of whom should be female.

The ratios required under The Children's Act 1989 are:

0-2 yrs 1 volunteer to 3 children

2-3 yrs 1 volunteer to 4 children

3-7yrs 1 volunteer to 8 children

8yrs and over 1 volunteer for the first 8 children then 1 extra person for every extra 12 children.

Safety Issues

Children should be supervised at all times and not be allowed to wander out of the room where the activity is taking place. In particular, children should be kept away from the kitchen areas. Particular note should be taken of the following potential danger areas outside. The first is the steep slope of grass down to the low wall between the church and the river. The second is the fast traffic coming over Putney Bridge outside the main gate. **Children should not be allowed to wander outside unsupervised.** In addition, children should not climb on the furniture and fixtures, font, or musical instruments as there is a risk of falling. Nor should children be allowed unsupervised in the church or adjacent rooms. Please respect the area around the high altar and sanctuary, remember that Christ Church is a house of prayer.

No person under the age of 18yrs should be left in charge of children of any age.

Action if an Allegation of Abuse is made or an Adult Working with a Child is concerned About Possible Abuse

A child should always be taken seriously. The adult should consult the leader of the activity and then the **Safeguarding Officers** or the incumbent. The adult should not 'investigate' or contact Social Services directly except in an emergency. The Diocesan Safeguarding Officer will be consulted by the Safeguarding Officers.

Safeguarding Officers for Christ Church East Sheen are:

Lindsay Ancock:

lindsay.ancock@gmail.com

Ruth Mann, (Parish Safeguarding Lead)

020 8876 6848 ruthmannuk@yahoo.co.uk

Hugh Constant, (Diocesan Safeguarding Adviser)

020 7939 9423 hugh.constant@southwark.anglican.org

DISCLOSURES

If this booking is being made on behalf of ANY third party or organisation other than that of the signatory, you are obliged to disclose this to us and we reserve the right to cancel the booking if we have any reservations about that third party.

**PLEASE SIGN BELOW AND RETURN ONE COPY OF THIS FORM
TO INDICATE YOUR ACCEPTANCE OF THE TERMS AND ARRANGEMENTS**

NO BOOKING IS GUARANTEED WITHOUT THIS FORM BEING SIGNED

For more information please contact:

Ms K. Brown, Treasurer: christchurch.treasurer@gmail.com

Rev J Haynes, Vicar vicar.cces@gmail.com

Signed:

Print Name:

Date:

Company / Position:

FOR CHURCH USE

Treasurer _____ Invoice sent ☐ Payment received ☐

Team Vicar _____

Churchwarden(s) _____

Director of Music _____ ☐

Verger allocated to lock and unlock _____

Parish Diary Updated ☐

Notes