

# St Mary's Church, Ross-on-Wye | Venue Hire Agreement

St Mary's Church is available for hire to organisations or individuals for a variety of purposes and the PCC is keen to promote the use of the newly reordered building as a community asset. Please see current list of charges. You may apply to use the church or church hall by:

- completing the [booking form online](#),
- call us on 01989 562175, or
- by email: [administrator@rossparishes.uk](mailto:administrator@rossparishes.uk)

Once your booking has been confirmed by the Administrator, you will be liable for any charges due. By booking St Mary's you are agreeing to the *conditions of hire*.

The PCC reserves the right to decline any booking.

## Conditions of Hire:

**Ross PCC is keen that St Mary's is used by the community for a wide variety of purposes. It is, however, primarily a centre for Christian worship and we ask that you reflect that in your use of the building. Any group whose actions or philosophy are disrespectful or antithetical to the Christian faith; or who posed a safeguarding risk; or who might cause harm to our premises would not be given permission to use them.**

- Neither the PCC, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the event which may result in injury, harm, loss or other damages to your organisation and guests, invited or not.
- **The hirer is fully responsible for the general health and safety** of those participating in any events they organise/arrange and shall take all reasonable steps to prevent injury, illness, loss or damage of any kind.
- **The hirer is not covered by the church insurance** and you should ensure you have appropriate cover.
- **The church is not licensed for the sale of alcoholic drinks.** A Temporary Events Notice can be obtained from [Herefordshire Council](#) and alcoholic drinks may only be sold if such a licence has been obtained beforehand.
- **The PCC will not be held liable for any loss or damage** to the hirer's property, equipment or effects.
- **In any activities involving children, young people or vulnerable adults, the hirer must comply with all current safeguarding legislation and government guidance.** Additionally, you should ensure that you have your own safeguarding policies and procedures in place (copies of which are to be provided if requested) and ensure that all children, young people and vulnerable adults are protected at all times. Appropriate DBS checks should have been carried out as required. Neither the PCC nor its trustees, representatives, employees or agents accept responsibility for any failure to comply with these requirements.
- **Emergency evacuation and fire safety.** The hirer should familiarise himself with the location and workings of fire extinguishers and exit doors prior to the start of the event. In addition to the main door, the south porch door and chancel door must be unlocked and a clear passage left, including through any staging on the platform. Appropriate and adequate stewarding must be provided and prior to any concert, the information sheet provided must be read out to the general public attending.
- Vehicular access to the church is limited and the gate is often kept locked. If organisers require access for bringing in equipment or for disabled access, please contact the administrator. Parking is at the vehicle owner's risk.

- Items of church furniture may only be moved by prior arrangement with a designated representative of the church. All items are to be replaced at the end of the event. Failure to do so will result in an additional charge (see below).
- Users should always respect the sanctity of the Sanctuary, Markye Chapel Altar and High Altar. Activities should be limited to the nave, other than seating in the Chancel.
- Where the church remains open to the public during the hiring period, the space marked for prayer must be maintained, with privacy an important element.
- The hire does not include the use of the organ and this will only be permitted with the written agreement of our organist or director of music and with the payment of an additional fee (see below). Any damage to the instrument will be chargeable in full to the hirer.
- The church's catering facilities are available for use with prior written agreement. Charges apply.
- The church sound equipment is available for use with prior written agreement, please contact us to discuss. Charges may apply to some sound equipment use.
- It is the hirer's responsibility to return the building to its condition prior to the hiring. A charge will be made for any additional cleaning (see below).
- The church buildings are non-smoking areas and the hirer must ensure compliance with this requirement and must ensure that all areas of the churchyard around the church building and church hall are kept clean if used by smokers.