

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

Once your booking has been confirmed by the Parish 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 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.
- Parking in the churchyard is very restricted and should be limited to organisers' and disabled parking. It 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).
- 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 hirer is responsible for obtaining any permissions or licences that may be needed for their event.
- 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.
- The hirer should familiarise himself with the location and workings of fire extinguishers and exit doors prior to the start of the event and provide appropriate and adequate stewarding.
- 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 is not licensed for the sale of alcoholic drinks. A temporary licence can be obtained from [Herefordshire Council](#) and alcoholic drinks may only be sold if such a licence has been obtained beforehand.
- 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.

St Mary's Church Hire | List of charges – January 2023

1. Use by 12 people or fewer

- Use of round tables and chairs with building to remain open to visitors (if during daytime)
- Evening meetings are possible if a keyholder is present (otherwise a charge may apply, please enquire)
- Charge - voluntary donation

2. Use by 13+ people for private meetings, rehearsals, events (i.e. not open to the general public)

- Non-exclusive use (e.g. visitors can still look around the building)
Charge - £20 per hour
- Evening and exclusive use during the day (this may not always be possible – please enquire)
Charge - £30 per hour
- Kitchen, including catering equipment - £15

3. Concerts and evening events open to the general public

- Exclusive use of the church, between the hours of 5pm and 11pm, including the use of the kitchen and catering equipment, Grand Piano and an afternoon rehearsal on the same day (while church remains open to visitors) Charge – £300
- Use of Organ – £66
- Additional charge for use of St Mary's Hall if required - £12 per hour
- A charge of £27.50 per hour will be made for cleaning or for returning church furniture to its original place after an event if the building has not been returned to its original state following use by a hirer.

4. Use of the church for charity events

- A discount for charity events may be possible – please ask

St Mary's Hall | Hire Charges - January 2023

- £12 per hour for clubs and societies, individuals and charities
- £30 per hour for commercial enterprises