

St Mary's Church and Hall, Ross-on-Wye | 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 can make a booking by:

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

St Mary's Hall is also available for hire, a room with a maximum capacity of 60 people with attached kitchen and toilets. A smaller meeting room on the first floor (access by stairs only) may also be available for hire.

By booking St Mary's Church or Hall you are agreeing to the *conditions of hire*.

Conditions of Hire:

We are 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).
- Hall chairs should be stacked, 5 to a stack for plastic ones and 3 to a stack for padded ones and the floor swept.

- 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. Details of emergency procedures for the hall are posted on the notice board in the hall.
- 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).
- All rubbish is to be removed from the premises and disposed of by the hirer on the day of hire – not left in the hall or church bins.
- Neither the church nor hall are 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.
- The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Hall, other than for a special event agreed prior to booking by the PCC. No animals, including guide dogs are to enter the kitchens at any time.
- The PCC reserves the right to decline any booking.

Notes

First Aid boxes are kept in the hall kitchen and behind the church welcome desk. Please feel free to use this for minor accidents. If you need to use a First Aid box you should also fill in the Accident Book kept with the First Aid box. Once the details are complete, please return the tear off slip to the Church Office.

The hall key may be obtained from the keysafe outside the door and must be put back after the event. The Church Administrator will provide the current code.

All breakages and any problems encountered regarding the Hall or Church or should be reported to the Church Office. Tel: 01989 562175 email: administrator@rossparishes.uk