

*St. Giles' Church*  
Cambridge

**TERMS AND CONDITIONS FOR HIRERS**

**Details of hirer or person responsible for booking the church\***

*\* (This information is gathered, processed and stored in compliance with the terms of our Data Privacy Notice, which can be read online here, with print copies available on request from the Parish Office:*

*<https://www.churchatcastle.org/privacy-policy>*

**Name of Hirer:**

**Contact Address:**

**Contact telephone number:**

**Date(s) of Hire:**

**Time(s) of Hire:**

**Licence to use rooms**

The Parochial Church Council of the Parish of the Ascension, Cambridge ("the PCC"), whose authority has been delegated to St. Giles' Church DCC, hereby grants the above named Hirer a licence to use St. Giles' Church, together with the kitchen, toilet, and any other facilities specified in FORM A, subject to the terms and conditions listed below. PTO for advice on the serving of alcohol.

**Terms and Conditions of Hire**

1. The PCC does not accept liability for loss or damage to the Hirer's property or the property of anyone whom the Hirer permits to enter. Users are advised to insure any valuable property. Groups and organisations should also have their own annual public liability which includes an indemnity principle.
2. It is a condition of hire that you carry out a risk assessment at the time of booking (and \*submit a copy to us if you are planning a public event). Subsequently, any accident or incident relating to Health and Safety that occurs during the hire period must be reported to the PCC via the Parish Office as soon as possible after the event. The risk assessment should include an action plan in the event of a fire.
3. The PCC undertakes that the premises will be reasonably clean and tidy when the hiring begins. The Hirer undertakes to leave the premises in a \*\*hygienically clean and tidy condition at the end of their period of hire. Any furniture that has been moved during the hire must be replaced in its original position before leaving. In the event of the Hirer failing to do the latter, a charge of £30.00 will be made for any extra cleaning required.
4. If the Hirer or any person permitted to enter the premises by the Hirer causes damage to the fabric or fittings of the premises, a charge will be made for repair or replacement. Any damage to the church property or equipment, or difficulties encountered by the Hirer should be reported at the end of the hiring period.
5. The Hirer agrees not to pass on any loaned keys to any other person without the consent of the Bookings Co-ordinator or a church officer.
6. The Hirer agrees to abide by all parish policies on health & safety, [safeguarding](#), equal opportunities and the environment. These are available on our website at <https://www.churchatcastle.org/data-protection/> You will be sent Safeguarding advice with the essential booking forms.

**NB: \* and \*\* above may require additional precautions if such advice is given by government or the NHS**

Signed by the Hirer:

Date:

Received by:

Date:

## Alcohol

1. No alcohol shall be consumed on the premises or offered as prizes in raffles (see 4. below), without the prior written consent of the Administrator.
2. Where permission is given, the hirer will be responsible for obtaining at their own expense the appropriate licence from Cambridge City Council: <https://www.cambridge.gov.uk/temporary-event-notice>
3. It is a condition of hire that when an event is being held for which a licence is required, the licence is produced to the church office at least 7 days before the event takes place.
4. Events where alcohol is one of the raffle prizes are exempt under the law from the requirement to obtain an alcohol licence under the following conditions:
  1. where the raffle is not the primary purpose of the event
  2. where raffle tickets are only sold at the event
  3. where the draw takes place at the event