



St. Mary's Church & St. Mary's Room Booking form

First Name

Surname

Address

City, County/Region, Postcode

Home phone number

Mobile phone
number

Email

Organization/Group

Church, St. Mary's room or both to
be booked

Date to book:

Time & length of booking:

Contact Tamara at wbb.office.contact@gmail.com to book.

***CHARGES & REQUESTED DONATIONS**

Charges:

Heating

Please note heating cannot be used until 2hrs before the event/rehearsal.

If heating has been left on, a further invoice will be raised.

Church heating: £50

SMR heating: £5

Suggested donations: *(unless individual agreement in place)*

Use of church for concerts / productions & rehearsals including use of SMR: a minimum of £150 or £50 if we supply drinks during a half-time interval and retain the profit for the church.

Use of SMR by non-church groups: £10 per session plus any heating cost.

St Mary's Church & St Mary's Room Facilities,

Full terms and conditions for use by outside groups & organizations will be sent out upon confirmation of your booking.

These terms & conditions must be adhered to otherwise future bookings may be affected.



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GENERAL INFORMATION

Safeguarding

A safeguarding agreement is attached for your information. Please download a copy from the Walbury Beacon Benefice website, sign and return digitally to the named Safeguarding Officer.

This is required before your booking can be confirmed.

Insurance

Affiliated organization's and activities taking place on or off the premises, which are under the auspices of St Mary's Church, are covered by our public liability insurance. Outside groups using the premises for their own purposes will need their own insurance cover. This is mandatory for activities involving children, young people or vulnerable adults.

Church

Available space and facilities

- The church in its customary layout can seat approximately 120 people. With rearrangement of the pews in what is normally an area for children and families, plus additional chairs, and using the North Transept and Memorial Chapel, this can be increased to 135 with a maximum of 150 for reasons of Health and Safety.
- Toilet facilities are in the attached St Mary's Room (SMR). A separate key is required.
- Portable staging with steps and handrail is available, with separate H&S requirements.
- A sound system using a combination of fixed, handheld and lapel mics can be made available – instruction on use of this will be necessary and additional agreement for access.
- Heating can be provided, with a set hourly or event charge. Additional access required.
- Users are requested to leave the church in the condition in which they find it. If pews in the children's area are moved, they are to be returned to their original position. The unscrewing of pews is not permitted. Users are advised to take photographs before items are moved to ensure correct re-assembly.
- The aisle and emergency exits must be kept free of chairs to comply with safety regulations.

St Mary's Room

Available space and facilities

- This is a flexible space with its own entrance.
- Tables 8 (there is an additional table in the Lady Chapel) and 19 chairs can be re arranged by users to suit their requirements but must be left as found.
- Kitchen facilities are available and are included with use of SMR. Please bring your own tea-towels.
- Two 'accessible' toilets are available.
- During winter months the room is maintained at a low ambient temperature. Additional heating is available. There is a set charge of £50 for this.
- Users are expected to leave SMR in the condition in which they find it. Cleaning equipment and materials are stored beneath the sink and in the lobby cupboards.

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