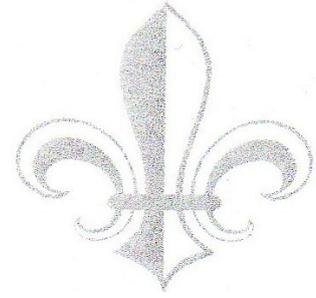


# St Gabriel's, Pimlico

The Parish Office  
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## TERMS AND CONDITIONS OF HIRE

### 1. DEPOSIT

**A deposit amounting to 30% of the total booking cost is payable on receipt of invoice. No booking shall be confirmed until a deposit and signed hire agreement are received by the Parish Office at St Gabriel's.** The remaining balance shall be payable via invoice by the time of the event. For bookings totalling £150 and under, the full balance will be required as a deposit. In the event of cancellation, the deposit shall be refunded as follows: events cancelled 6 months in advance – the full sum will be refunded; events cancelled up to 3 months in advance – 50% of deposit will be returned; regrettably, if events are cancelled within 3 months of the date, the deposit shall be forfeited. Deposit cheques should be made payable to: 'St Gabriel's PCC', and payment may also be made by bank transfer as given on the invoice.

### 2. CHARGES

The current hire charges at St Gabriel's are £35/hr or £250/day (whichever is cheaper) for the Church, and £25/hr or £150/day for the Vestry Hall. A 20% discount is available for Registered Charities, and cheaper rates may also be offered for regular weekly bookings at the discretion of St Gabriel's. In addition, organisers of concerts and musical performances should note that there may be a charge payable to the Performing Rights Society, dependent on the programme presented. **Hirers booking the church for concerts and events automatically also have use of the Hall during the hire period, which should ensure adequate changing and storage facilities.** Please ensure that all items are removed from the Hall at the end of the event, unless prior arrangements have been made with the Parish Office

### 3. STEWARDING

**The stewarding of events and operation of box office is the responsibility of event organisers.** A member of staff from St Gabriel's will be on hand to unlock and lock the church, and to answer any queries, but the church cannot be responsible for stewarding at events. A person appointed by the event organiser should remain in the porch area at all times to welcome latecomers and to deal with any enquiries or emergencies. This person should liaise with a member of the St Gabriel's team before the event to discuss safety and security arrangements.

### 4. REHEARSAL SCHEDULE

Please give accurate details of your proposed timetable on the attached Booking Form. **The church and/or vestry hall must not be left unlocked or unattended for the hire period,** especially during any breaks, intervals, or gaps between rehearsals and concerts/events. Bookings beyond 22:30 will not normally be accepted, out of consideration to local residents.

### 5. ST GABRIEL'S

As a church St Gabriel's' primary purpose is the daily round of prayer and worship – Morning Prayer at 7:30am, Evening Prayer at 6pm and the Daily Mass. Bookings are arranged round the times of these acts of worship, and we ask for the cooperation of those who book the church in helping us to maintain this schedule. Our ministry as a parish church is a priority, and, accordingly, it may be necessary to rearrange bookings at relatively short notice in the event of the church being required for a funeral.

### 6. LIGHTING

Please do not attempt to adjust the lighting pre-sets, or to alter the lighting other than as directed by St Gabriel's staff. If you have specific lighting arrangements or requests, please indicate these on the Booking Form.

### 7. FURNITURE

Please give details of any furniture requirements on the Booking Form. Additional seating (chairs) and tables can be provided if requested in advance. Tables from the hall may be used in the church as long as they are returned at the end of the event. All furniture should be replaced in its original location after the event, and every reasonable effort to leave the church and hall tidy should be made by event organisers and stewards. All rubbish must be collected and cleared from the Church, and any damage or breakages of Church property must be paid for. **Church furnishings should not be moved except with express permission.**

### 8. FACILITIES

A sink/kitchenette area and toilet are available next to the hall. Please endeavour to leave these facilities as you find them, and to ensure any rubbish is removed. Should additional toilets be required for larger concerts and

events, portaloos can be ordered, but the cost of these will fall to the hirer. Please contact the Parish Office in advance if you require this service.

#### 9. EQUIPMENT

No article such as musical instruments, furniture, flowers or food should be delivered to the church before the day of your event unless prior arrangements have been made with the Parish Office. Equally, all equipment must be removed on the same day as the event unless previous arrangements have been made. All electrical equipment bought into the Church (such as instruments or microphones) must have been safety tested and have a valid PAT sticker. The Church will not accept liability for any item lost or stolen from the premises. Concert organisers are advised to make such checks and inspections which they deem necessary to satisfy themselves that the premises are fit for the purpose they require, and are welcome to visit the Church in advance by arrangement.

#### 10. PIANO/ORGAN/MUSIC STANDS

A Steinway grand piano and an organ are available to those hiring the church, at a charge of £30 per instrument. There is also an upright piano in the hall. Piano tuning can be arranged by St Gabriel's in advance of an event if the Parish Office is notified in good time, but the cost will be charged to the hirer. A few music stands can be provided, but additional stands must be brought by the hirer if required. **Please be sure to indicate any instrument requests on the Booking Form.**

#### 11. OTHER REQUIREMENTS

Please give as much detail as possible about your requirements on the Booking Form.

#### 12. PARKING

No parking is available on site, and there are no designated St Gabriel's parking bays in Warwick Square. Equipment may be dropped off and collected at the door, but hirers must source their own parking in the area.

#### 13. REFRESHMENTS

It is possible for event organisers to offer refreshments in Church during intervals or breaks, but hirers are required to leave the premises clean and tidy, and are liable for any damage due to spillages. Alcohol may only be consumed on the premises if a temporary licence is obtained from Westminster City Council by the hirer.

#### 14. PUBLICITY

Event Organisers are responsible for publicity and advertising their event. It may be possible for St Gabriel's to display a poster on the Church noticeboards for a fortnight prior to the event, although such publicity is at the Church's discretion. Similarly, it may be feasible for A5 flyers to be placed at the back of Church, and these should be sent to the Parish Office well in advance of the event.

#### 15. HEALTH AND SAFETY

Event organisers are responsible for making a safety announcement before any performance. Fire exits through the West Doors and Vestry Hall door are clearly signposted. The hirer should ensure that first aid and health & safety provisions for those performing in and attending any event are adequate, and is responsible for arranging for First Aid personnel to be in attendance if required. **Hirers are responsible for carrying out their own risk assessment of the event.** For guidance and information, the PCC risk assessment is available in the resources section of the parish website ([www.stgabrielspimlico.com](http://www.stgabrielspimlico.com)).

Please tick to show you have read and accept these conditions

#### 16. SAFEGUARDING

The PCC takes very seriously its duty of care to children and vulnerable adults. By signing this agreement, you undertake to share in that duty of care. A copy of the Diocese of London Safeguarding Policy, which the PCC have adopted, is available on in the resources section of the parish website ([www.stgabrielspimlico.com](http://www.stgabrielspimlico.com)) and must be read and agreed to by all hirers.

Please tick to show you have read and accept these conditions

#### 17. INSURANCE

The PCC hold public liability (third party) insurance under their insurance policy. **This insurance does not extend to indemnify any outside groups hiring the premises.** All those who hire the church and/or vestry hall should ensure that they have public liability to cover their activities while the premises are being hired. The PCC may require written confirmation of this insurance. Individuals hiring PCC premises for a private function (eg, children's birthday party) should check with their household insurers to ensure that the public liability cover would extend to include such an event.

Please tick to show you have read and accept the insurance conditions

I have read and accept the above terms and conditions.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_