

General Terms & Conditions for St Laurence's, Ludlow

St Laurence's, Ludlow is referred to throughout these notes as SLL.

1. The booking form must show the period of hire and must include time for preparation by the hirer and clearing up afterwards.
2. Your booking is provisional until a signed booking form and the deposit of £75 is received. The balance to be paid within 14 days of receipt of the date of invoice.
3. Sub-hiring of SLL is strictly forbidden.
4. The deposit payment will be forfeited if less than 1 month's notice of cancellation is given. If less than 2 weeks' notice of cancellation is given, then the full hire charge will be made.
5. SLL retains the right to pass on costs that may be incurred should any changes not be notified to us within the stated period.
6. SLL reserves the right in its absolute discretion to cancel a booking without any notice and without being liable for any consequences if the venue is required for use as a public service.
7. Private hirer events which are open to the public will allow a support person to be admitted free of charge when accompanying a visitor with visual, hearing or mobility impairments.
8. The hirer will be held responsible for leaving the church in a clean and tidy condition. Failure to comply with this may result in the hirer being charged a fee of the cost to rectify the space.
9. No person in a state of intoxication shall be admitted or shall be allowed to remain in SLL.
10. The hirer shall act under the discretion of the Event / House Manager about the positions in which chairs, tables or other articles of furniture are placed and as to arrangements for the entrance and departure of people using the venue.
11. The Doors of all rooms and the corridors and passages must be kept clear of all obstruction.
12. The hirer shall be responsible for informing all performers / helpers in their organisation of the location of fire escape routes and meeting point.
13. No notices or posters may be fixed or pasted in or around the church grounds.
14. Portable electrical equipment must comply with current safety regulations and hirers will need to provide the relevant portable appliance test (PAT) certificate on request. (If you are unable to provide the appropriate certificate then SLL reserves the right to test the equipment prior to use and invoice the hirer for this service.)
15. Damage to the hired space or to any furniture or contents within that space will be paid for by the hirer. In the case of events where tickets are sold on the door, payment for any damage will be sought from the assailant.
16. No naked light will be permitted, nor shall any electrical connections for additional appliances be made without prior approval in writing from the Custodian or Event Manager.
17. Pressurised gas and lighted containers of any description are not permitted for use in SLL.
18. No substances covered by the Control of Substances Hazardous to Health (COSHH)

Act, should be used in SLL unless fully documented by the hirers as to their use & safety. The relevant COSHH sheet and risk assessment paperwork must be given to SLL Office at least one week in advance of the event.

19. The hirer/workshop leader will read and make themselves familiar with the SLL emergency procedures.

20. The hirer shall be responsible for any claims on personal injury resulting during the period of hire except where this is caused by negligence of SLL, staff or volunteers and for the cost of damage to property willfully or negligently caused by members of the hirer's party.

21. SLL has its own public liability insurance, however hirers are responsible for obtaining Public Liability Insurance and play copyright licence, as necessary. SLL reserves the right to insist upon a hirer taking out insurance cover appropriate to the nature of their event.

22. The hirer will be responsible for ensuring in advance of the event that any raffle or other lottery held in the venue complies with the requirements of the law. Any lottery that does not comply will not be permitted.

23. No animals (except for assistance dogs) are allowed on the premises at booked events.

24. All users of the venue placing or leaving articles on the premises do so at their own risk.

25. SLL policy for recording of events can only take place if agreed in advance by the hirer and the church when booking. Recording includes all forms of digital, video and audio recording and photography whether by mobile telephone, camera or other device.