

St Lawrence Church, Bourton on the Water

Hire of Church and Rooms

1. Objective – “Rooms available 6 days a week as a service for local worthwhile activities for the community and churches except when required for church services and activities”
2. Opening Hours – 8 am to 11pm, Monday to Saturday
3. Areas available for hire and hire fees – Community; Charity and appropriate Commercial use:
 - Full church only if accessible by the public and church members up to 6pm
 - Main church only if accessible by the public and church members up to 6pm : with, if required, the kitchen
 - Meeting room: with, if required, the kitchen
 - Balcony: with, if required, the kitchen
4. Hire fees:
 - A - Charities (including other churches) and Community:
 - Full church: £25 per hour and maximum of £125 per day
 - Main church: £20 per hour and maximum of £100 per day
 - Meeting room: £10 per hour and maximum of £50 per day
 - Balcony: pricing by arrangement
 - B – Commercial
 - Full church: £30 per hour and maximum of £150 per day
 - Main church: £24 per hour and maximum of £120 per day
 - Meeting room: £12 per hour and maximum of £60 per day
 - Balcony: pricing by arrangement

NB – Hire period include times taken to set up and tidy up. No storage facilities are available
5. Minimum hire period – 2 hours
6. Payment Terms:
 - One off hires: 50% on booking and 50% balance one week ahead of event
 - Regular hires: Invoices to be issued at end of each month and payment to be made within 14 days of issue of invoice
7. Equipment provided to hirers, where required: chairs, tables and pews along with kitchen facilities
8. Alcohol – Under no circumstances can alcohol be sold.
9. Central point for bookings – Rector (Rowena King: revrowena@gmail.com / 01451 821282) or, in her absence, Church Wardens (Robert Nelmes: rjnelmes1@gmail.com / 01451 821060 and Christine Morphew: chris.morphew@gmail.com / 01451822277)
10. Room set up – Tables, chairs etc: to be undertaken by hirer. The church must be returned to its original layout /state of cleanliness after use. Vacuum cleaners, brooms etc are available in the cleaning cupboard. Rubbish / recycling – must be taken home. It must not be left in the church. The kitchen must be tidy, used crockery put away, surfaces wiped and bins emptied, floors clean.
11. Booking Form and Conditions of Hire – see separate form