

## Morecambe Parish Church

Our building can be booked for activities which are in keeping with its primary purpose as a place of worship. We ask that you read this carefully and ensure that all who are involved in your activity respect the property.

*- The Parochial Church Council (PCC)*

Please keep this half of the form for reference. In return, you will receive a confirmation of the booking.

### **Appropriate Use**

Please include a summary of the nature of your event (e.g. choral concert and brief description of the music planned). In the unlikely event of there being a problem, we would contact you asap.

### **Timing**

You have 30 minutes at each end of the requested time for setting up and clearing away. Please keep to your booked time, as others may expect the church to be available for preparations or for services.

### **Payment**

There is no charge for the use of the building, but we appreciate the donations we receive. Cheques are payable to: PCC Holy Trinity with St Laurence Church.

### **Keys**

Regular users may retain a church key for access. Please ensure we have the name, address and contact details of your key-holder. We need this for insurance purposes. Please tell us immediately if you lose a key. Replacements will need to be paid for.

### **General Instructions**

Please make sure that:

- You only allow people into the building who are attending your activity. Please don't leave any door open unsupervised.
- You know who has the key(s) at all times.
- You leave movable furniture where you found it.

- All lights are off and all the doors are secured on departure.
- If you no longer wish to use the church, please return any keys.

**Furniture**

If you need to move minor items, such as chairs, please put them back afterwards. If you would like the altar moving out of the sanctuary or the communion rails removed, please arrange that with us. They are beginning to show signs of wear and tear and need correct handling and storage. If in doubt, please ask.

**Damage**

All breakages must be paid for. Please report damage soon as possible.

**Safety**

Please make sure that you know how to clear the building quickly. In case of fire, clear the building and call 999.

We expect users to have insurance, licences and policies in place for their activities (e.g. child protection, health & safety etc.) The PCC may ask users to show evidence of this. Failure to do so may terminate the booking. All electrical equipment must have an up-to-date PAT test certificate.

**Cancellation**

If you wish to cancel your booking, please let us know as soon as possible. For regular bookings, we will need to cancel some booked slots for special services, etc. We will give as much notice as possible for these.

**Problems**

The PCC aims to keep the church well-maintained, clean and safe. If you discover any problems, please report them as soon as possible. If there is a more urgent problem that needs immediate attention (e.g. no heat, no electricity or a water leak) please try one of the following contacts:

Rector:	Rev Mike Peatman	01524 410941
Wardens:	Mr Gerry Lewis	01524 411700
	Miss Carol Ogden	01524 414568

**Booking form for events in Church**

Please complete and sign this form. Detach the terms and conditions for your reference, and send this section to Rev Mike Peatman, The Rectory, Church Walk, Morecambe LA4 5PR.

Visit [www.morecambeparishchurch.org.uk](http://www.morecambeparishchurch.org.uk) to view bookings. Just follow the link for the booking calendar.

**Description of Activity**

**Date(s)**

**Time of event(s)**

*Use blank side overleaf if you need more space*

I agree to keep to the timing and use of facilities stated above and to abide by the Terms and Conditions.

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

Name & Address (please print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_