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Please complete this form and hand it back to the All Saints Office or email a copy to information@rotherhamminster.co.uk

**The completion of this form does not confirm your booking.**

Confirmation will follow in 3-5 working days, once we have checked availability.

Please call 01709 431 616 if you have any questions.

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| **Hiring Enquiry for**; |  |  |  |  |  |  |
| **Rotherham\* Minster** |  | Half Day(5hrs) |  | Full Day(09:00 – 22:00) |  | AM/PM(delete as app.) |
| **All Saints Centre** |  | Half Day(5hrs) |  | Full Day(09:00 – 22:00) |  | AM/PM(delete as app.) |
| **St Paul’s Masbrough** |  | Half Day(5hrs) |  | Full Day(09:00 – 22:00) |  | AM/PM(delete as app.) |

**\* Please include time for your team to set up and clean down when booking.**

|  |  |
| --- | --- |
| 1. **Contact Name:**
 | **Tel:** |
| **Email:** |
| 1. **Organisation Name:**
 |
| 1. **Are you**: A Business
 |  | A Charity |  | In Education |  |
| 1. **Charity Number (if applicable):**
 |
| 1. **Other (if none of the above apply):**
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| 1. **Purpose of Hiring:**
 |
| 1. **Proposed Date(s):**
 |
| 1. **Number in Your Delivery Team:**

(e.g. if an orchestra, how many players etc) |
| 1. **Do You Require Additional Prep/Storage Space (a Green Room)\*:** Yes/No

\*Additional cost, see cost breakdown |
| 1. **Do You Require Staff (door/ticket/serving etc) \*:** Yes/No

\*Additional cost, see cost breakdown |
| 1. **Will You be Selling Tickets:** Yes/No
 | 1. **Anticipated Numbers:**
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| 1. **Will You be Playing/Performing Music:** Yes/No
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| 1. **Are you bringing in additional equipment/staging etc:** Yes/No
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| **Hire Costs** These are the fixed costs of hiring the venue. Additional costs for extras to suit your event are listed below  |
| **Rotherham Minster** 300 Capacity, Grade 1 listed venue. |
| **Business Rate**(Venue Only) | Half Day £350Full Day £700 | **Charity Rate**(Venue Only) | Half Day £250Full Day £500 | **Education Rate**(Venue Only) | Half Day £250Full Day £500 |
| **All Saints Centre** Additional green room space with kitchen facilities. |
| **Business Rate**(Venue Only) | £200 | **Charity Rate**(Venue Only) | £100 | **Education Rate**(Venue Only) | £100 |
| **St Paul’s Masbrough** 150 Capacity, church community venue with option of on-site green room |
| **Business Rate**(Venue Only) | Half Day £200Full Day £400 | **Charity Rate**(Venue Only) | Half Day £100Full Day £200 | **Education Rate**(Venue Only) | Half Day £100Full Day £200 |
| **Compulsory on Site Minster Team Member** For security purposes, and to assist you on the day, we insist that a member of our team is on-site for the duration of your booking. **This at a fixed cost of £10/hour and has been included in the above costs.**  |
| **Fixed Costs: £** |

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| **Additional Costs** Tick as Required |
| **Refreshments** – By agreement at time of booking, we may be able to offer refreshments. Please indicate preference and estimated numbers below.  |
| Tea, Coffee and Biscuits |  | Wine and Savoury Nibbles |  |
| **PRS for Music Licence – If you are playing audible music you will need to pay PRS for Music licence fees.** The PRS for music licence is charged in arrears based on ticket cost, sales and numbers. We can provide an estimated cost for the PRS licence based on your set list, estimated numbers and ticket costs. **Please provide this information at the time of booking.**  |
| **Do you require a licence:** Yes/No |
| **Organist** We can provide an organist for your event, charged at an hourly rate |
| **Do you require an organist:** Yes/No | **Organist Cost:** £80 (event dependant)  |
| **Risk assessment to be performed** (if this is not ticked you will be asked to sign an additional box on the Hire Agreement to confirm you have performed, and can provide when prompted, your own risk assessments for your event) |
| **Cost of Performing Event Risk Assessment** £30 | **Do you require a Risk Assessment:** Yes/No |
| **Additional Costs: £** |
| **Total Cost: £** |

**THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the PCC’s Conditions of Hire for the time being in force and as annexed hereto and in such rules (if any) governing the use of the premises (“the Rules”) and as the PCC may for the time being impose and of which the Hirer has been notified.**

***Standard Conditions of Hire***

1. THE HIRER shall pay as a deposit at least one third of the cost of the booking. Such deposit shall only be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.
2. THE HIRER shall pay the balance of fees due after the conclusion of the booking, as may be directed by the PCC. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded.
3. THE HIRER shall ensure that the Rules (if any) governing the use of the premises are complied with.
4. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway.
5. THE HIRER shall be responsible for obtaining any local authority or other licences necessary (such as liquor licences) in connection with the booking, other than those (if any) already held by the PCC.
6. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lay against the Hirer or his/her organisation whilst using the premises.
7. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.
8. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
9. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
10. THE HIRER shall, if selling goods on the premises, comply with all relevant fair-trading laws and any local code of practice issued in connection with such sales.
11. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.
12. THE HIRER is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. THE HIRER must, in the event of an accident, complete the accident book located in the kitchen.
13. THE HIRER shall abide by the PCC Safeguarding Policy, signing the statement provided at the time of signing the hire agreement to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.