

HOW TO BOOK

The first point of contact is the Parish Administrator, Nicola Stephens, in the church office. His phone number is 01926 419905 and email stnicswarwick@gmail.com

Nicola will check availability and provide an application form and our 'small print' document *Conditions of Use*. The booking will be confirmed upon receipt of a completed booking form and deposit. We understand that sometimes an event has to be cancelled in which case the deposit may be forfeited.

SITE VISIT

We do not have a caretaker and rely on church volunteers to facilitate your event on the day. We therefore strongly recommend that you make a site visit in advance to satisfy yourself that our premises suit your needs and so that we can show you where everything is.

St Nicholas Church Warwick



Room Hire Information Leaflet

PURPOSE

This leaflet is designed to help you plan the hire of our facilities for your event. It tells you about how we will work with you to make it a success and highlights some of the things you may need to think about. Both one-off and regular bookings are welcome. We hope you enjoy using our beautiful, grade 1 listed building.

If there is anything we can do to help please let us know.

SOME THINGS TO THINK ABOUT

HEALTH AND SAFETY

The maximum number of people we can allow in the nave is 200. You must have at least two stewards familiar with the emergency exits, the location of the fire extinguishers and able to direct people in case of an emergency. You must not leave the church unattended.

OF THE PREMISES

Care should be taken when moving furniture and not dragged. This an old building and the floor is easily damaged. All furniture must be returned to its original place. Please speak to the Parish Administrator if you want to bring additional furniture or keyboard instruments. If any damage should happen, please report it to the Church office as it will need to be make it good. It is your responsibility as hirer to ensure that the premises are left clean and tidy.

SAFEGUARDING

You must ensure that any children, young people and vulnerable adults are protected at all times. Church safeguarding information is displayed on the board in the entrance porch. You will be asked to sign to say that your own safeguarding procedures are consistent with these standards. More details can be found on our website www.stnicholaswarwick.org.uk or from the church office.

SMOKING, ALCOHOL, GAMBLING

We do not allow smoking, including vaping, anywhere on the premises.

You must ask for our permission if alcohol is be sold or consumed on the premises and licensing law must be observed.

If gambling, for example a raffle or bingo, is to take place monetary prizes are not allowed on the premises.

INSURANCE

We are fully covered by insurance for any claims due to something going wrong on our part but you must also ensure you have public liability or third-party insurance cover for your event.

PERFORMING RIGHTS

If the premises are used for musical, dramatic, film or any other public entertainment, you must ensure that:

- Copyrights are respected, any licences obtained and fees agreed
- No play, film or other performance shall be shown which is in anyway offensive or at odds with the church's core values and objectives

The Parish Administrator can advise you further on these matters.

USE OF KITCHEN

If you would like the use of the kitchen this needs to be booked so that instructions can be given.