**St. Luke’s Church, Hillmarton Road N7 9JE**

**Reg Charity No: 1128923**

**Contact: Tina Cooney**

**HIRING SPACE AT ST. LUKE’S**

**If you are considering booking use of one of the spaces at St. Luke’s church, please:**

**STAGE 1:**

* **Read carefully** all the information available on the church website related to bookings and use of the church premises. This explains hire charges, terms and other details that you need to consider when booking a space for an event or activity.

*PLEASE NOTE THE ST. LUKE’S HIRE TERMS AND CONDITIONS FOR USE OF ST. LUKE’S CHURCH HIRED SPACE. IN APPLYING TO HIRE SPACE AT ST. LUKE’S AND PAYING THE DEPOSIT, YOU AGREE THAT THOSE TERMS APPLY TO THE BOOKING AND USE OF THAT SPACE.*

* If you wish to **view the building and facilities**, arrange this with the church administrator. Spaces for hire and the facilities may be viewed during Church Office hours, or on a Sunday after the Morning Service, by arrangement with the administrator.
* **Enquire** about the availability of the space for the dates you require, either by phone or email.
* The building may be hired between 9.00 a.m. and 11 p.m., Monday-Friday. (Music must cease by 10.30 p.m.). In addition to the regular Church services, the building is used for some Church related activities, including social events, at weekends.
* Please note that the Chancel may not be used during a hire, except by specific prior agreement with the PCC.
* There may be several users of the building during any desired hire period and the space hired for any booking is limited to the space referred to in the booking form. If you wish to arrange exclusive use of the church building for hire period, please consult the church administrator and, if the request can be accommodated, the booking form should state the whole church building as being the hired space. For large events (e.g. Concerts, Receptions etc.,), the User will need to book the whole church building and discuss details of the event planning with the church administrator before booking.
* The hirer will need to provide any sound and AV equipment which they may require. Hire of the church’s PA system may be possible and if this is something which you wish to consider, then please consult the church administrator for details as to procedure, requirements and additional hire fees.
* Please note the church administrator can hold the date/s you require as a potential booking for up to 3 days.

**STAGE 2:**

* **Read, complete, sign and submit the Booking Form** and **Terms and Conditions** and send them to St Luke’s, for the attention of the church administrator. To do this, you may send a scanned copy of the signed documents to the email at the top of this page. Where the individual signing the Terms and Conditions will not be present at the Church’s premises at any time during the hire period when the premises are to be used, that individual must nominate a representative who will be present at the premises at any such time and be responsible for ensuring compliance with the hire terms, in accordance with those Terms and Conditions.
* The purpose of the function for which the space is required must be clearly stated on the application form.
* The church administrator will re-check whether the church is able to accommodate your booking. If so, the church administrator will check the signed booking form and terms and conditions, to ensure that all is in order and confirm to you.

**STAGE 3:**

* **Pay the Security Deposit** - £200 for the period for which you want to book the space, using the invoice number as payment reference.
* We will email an acknowledgement of **receipt of the deposit payment and initial confirmation of booking** when we receive the deposit.

***Please note, you should treat your booking as confirmed ONLY when you receive this confirmation.***

* After confirmation, all correspondence will only be with the person named on the booking form (also named in initial confirmation of booking document).
* If you wish to make any special requests or minor variations to the booking as agreed above, you should raise them with the church administrator as soon as possible for consideration. Any such requests or changes must be agreed in writing before you pay the balance of the hire charge for the period and no later than 7 working days prior to the booked date.

**STAGE 4:**

* On, or before, **7 working days prior** to the date of hire, **pay the balance of the Hire Charge and Administration Fee.**
* **Email the church administrator** to confirm you have made this transaction, quoting the reference on your Initial Confirmation of Booking.
* You will then receive a **receipt for the payment of the balance and final confirmation of booking** and final details on accessing and using the hired space.

**STAGE 5:**

* **At the end of your hire period,** please inform the church administrator if there have been any problems, damages, breakages, accidents or other incidents or issues.

**St Luke’s Church, West Holloway**

**January 2022**