

AGREEMENT between the Vestry of St Bride's Episcopal Church, Kelvinside, Glasgow

("the Church") and ("the User") for the use of

at St Bride's Episcopal Church, Hyndland Road, Glasgow on

1. The Church does not levy a charge for the use of its premises for concerts, meetings and similar functions. However, users are expected to make a donation towards the cost of opening the building, heating, lighting, and to defray general Church expenses.
Details of a suitable level of donation are available from the Concert Co-ordinator, Mrs. Alison Gifford, stbridesglasgow@googlemail.com or on the website, www.stbride.org.uk
2. The Church may cancel or change the arrangements of the booking in some way if the Church, or any part of it, is closed owing to fire, alteration, decoration or by order of any public authority or any unforeseen circumstances. In such an event, the Church will refund any advance donation made.
3. The User assumes all responsibility for any damage he/she and his/her guests may cause during the User's event at the Church's premises.
4. The Church shall not be liable for any loss or damage to the property of the User or his/her guests during the User's event at the Church's premises.
5. The User is responsible for obtaining Public Liability Insurance to cover his/her use of the Church's premises, and must forward a copy of a certificate of this insurance to the Concert Co-ordinator prior to the date of the event.
6. The User is responsible for obtaining a Performing Rights Licence, if required, and must forward a copy of this licence to the Concert Co-ordinator prior to the date of the event.
7. The User must not employ any outside contractor without prior agreement with the Church.

If this is allowed, the **User** must undertake to indemnify the Church against any claims made against it resulting from an act or default by the User's contractors, or caused by equipment supplied by the User. This indemnity is also to include cover under the Health and Safety at Work Act 1974.
8. Any outside contractor must comply with appropriate Health and Safety Legislation, the Fire Precautions Act and any other legislation.
The Church reserves the right to refuse access, without prejudice, to any contractor.
9. The User must have prior permission and/or agreement from the church, before:

Using the name of the Church in any advertising or publicity.
Erecting any exhibitions, stands or displays within the Church.
Permitting any video or audio recording within the Church.
10. The User will have access to cloakroom and lavatory facilities as agreed with the Church at the time of booking, and will be responsible for ensuring that these facilities are left in a clean and tidy condition at the conclusion of the event.
11. Chairs or furniture may be moved with the prior consent of the Church. The User will return any items moved to their original place at the end of their Event.

- 12. The User will comply with the Church's procedures regarding access to the building and security of the premises.
- 13. The User will read and sign the attached Child Protection Declaration which forms an integral part of this Agreement.
- 14. The Church will appoint a member of the congregation to be responsible for making suitable arrangements with the User for the opening of the building prior to the event and its secure closure afterwards.

Signed on behalf of the Church..... Date.....

Signed by the User..... Date.....

Signed by the Concert Co-ordinator..... Date.....

Contact person responsible for opening/closing (paragraph 13)

NAME..... ADDRESS

TELEPHONE.....

Please print User's name, address and contact number.

Name.....

Address and Postcode

Contact number.....

CHILD PROTECTION

In order to safeguard children and young people under the age of 18 in the Church, the person responsible for hiring the premises must sign one of the following declarations:

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Child Protection Policy contained in the booklet 'Safeguarding Children and Young People in the Church' or a similar document approved by an accredited agency (eg Guides or Boys' Brigade), and have/has an understanding of it, and undertake(s) to follow the Code of Practice contained therein.

All those who are working with children under the age of 18 during this Let have had a satisfactory Enhanced Disclosure (Criminal Record Check).

I understand that if I, or the Organisation which I represent, am/is found to be in breach of this declaration, the Church reserves the right immediately to cancel any leasing or hiring agreement.

Signed(Responsible Person on behalf of the User)

Date

Or

A parent or guardian of each child and young person under the age of 18 will be present.

Signed(Responsible Person on behalf of the User)

Date

Or

The hire of this venue does not involve work with children or young people under the age of 18.

Signed(Responsible Person on behalf of the User)

Date

Safe from Harm: A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales is published by the Home Office and available from HMSO. *Protecting Children: A Code of Good Practice for Voluntary Organisations in Scotland working with Children and Young People* is published by Volunteer Development Scotland, 80 Murray Place, Stirling, FK8 2BX.