



St Andrew's Psalter Lane Church

An Anglican Methodist Partnership

St Andrew's Psalter Lane Church and Shirley House Booking Form

| | | | |
|---|--|----------------------|--|
| Name of Hirer: (Group or Organisation) | | | |
| Contact Name: | | Telephone No. | |
| Contact Address & Post Code: | | | |
| Email address: | | | |
| Billing address (if different from above): | | | |

Please refer to the booking information sheet for session times and maximum room capacity

| | | |
|--|-----------------|--|
| Event Title: | | |
| Date(s) of event | | |
| Session(s): | | |
| Room(s)/Building requested: | | |
| Expected No. of attendees | | |
| Agreed fee | | |
| Is this a public concert with an audience and therefore subject to a PRS fee? | YES / NO | |

04/25

This declaration must be signed by the hirer.

I/We confirm that I/we have received a copy of Conditions of Hire and Guidance Notes and accept the terms and conditions therein.

Name(s):

Signed:

Date:

Group/Organisation:

To confirm your requirements please complete this form and return to:

The Caretaker, Church Office, Shirley House, 31 Psalter Lane, Sheffield S11 8YL

Email: bookaroom@standrewspalterlane.org.uk



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Summary Terms

(Please refer to our full document for a complete list of Conditions of Hire.)

HOUSEKEEPING:

- Rooms must be left tidy, with furniture replaced as agreed and no rubbish left on Church property at the end of the hire period. **Failure to comply will incur a cleaning charge of £25.**
- All damage and breakages must be reported to the Caretaker. A charge may be made for the replacement of broken items.

SAFEGUARDING:

- Please make yourself aware of our Safeguarding Policy and procedures at <https://www.standrewspalterlane.org.uk/our-safeguarding-policy/>

INSURANCE:

- The hirer is responsible for their own public liability insurance, if required.

HEALTH AND SAFETY

- This is a **no smoking venue** with alcohol use by written permission only.
- Electrical equipment may only be used with the prior agreement of the Caretaker and any equipment belonging to the hirer must comply with current safety standards.
- **The hirer is responsible for the safe evacuation of its participants in the event of a fire** and should be familiar with the fire regulations and the location and use of fire protection and detection equipment. Fire escape routes must not be blocked and the area in front of church, including both gateways, must be kept clear at all times to allow access for emergency vehicles.

CANCELLATIONS:

- We reserve the right to cancel or change a booking.
- Should you wish to cancel a booking the caretaker must be notified a minimum of 24 hours before the booking is due to start. **Failure to do this may incur a charge of 50% of the room hire fee.**

ADVERTISING: **St Andrew's Psalter Lane Church**

- Please ensure you use the correct Name and Address of our church in any advertising
- What3words location: Church – motion.target.straw Shirley House – sing.nest.opose

PAYMENTS: *Please make your payment by BACS to: Virgin Money, Sheffield S1 1LL, Account Name: St Andrews Psalter Lane, Sort Code: 05-08-08, Account No: 36930499. Please email the office to acknowledge payment. Other forms of payment will only be accepted in exceptional circumstances, please contact the office if necessary.*



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Conditions of Hire and Guidance Notes

For the Hire and Use of the Church and Shirley House

1. Each booking should be made through the Caretaker, and will be confirmed on receipt of the completed Booking Form and payment of deposit, if required.
2. Acceptance of a booking implies only the use of a particular room/area of the Church Building/Shirley House as agreed at the time of booking and only during the times agreed.
3. Any St Andrew's Psalter Lane Church equipment required, such as overhead projection, piano, organ, sound or visual display system, must be arranged at the time of booking. An extra charge may be incurred for such equipment. No other St Andrew's Psalter Lane Church equipment may be used.
4. **Smoking is not permitted** anywhere on the premises. The serving of alcohol is not permitted on the premises, unless specifically agreed in writing.
5. St. Andrew's Psalter Lane Church will be responsible for opening and closing the building, ensuring heating and lighting is available, providing any equipment agreed in advance and ensuring the room/area is in a reasonable state prior to use.
6. St. Andrew's Psalter Lane Church reserves the right to cancel or change a booking if required for Church functions, or any other exceptional need. Any fee paid for a booking that is subsequently cancelled by the Church, will be refunded. The ECC cannot be held liable for any costs incurred by the hirer as the result of a cancelled or changed booking. The right is reserved for a representative of the ECC to enter the building at any time.
7. No electrical appliance or outlet may be altered, modified or tampered with in any way. Small electrical kitchen appliances may also be used. Any other electrical equipment shall only be used with the prior agreement of the Caretaker. All electrical equipment belonging to the hirer must comply with current safety standards.
8. The hirer must familiarise him/herself with the fire regulations and procedures including the location and use of the fire fighting and alarm system. (Notices are displayed in each room and near fire alarm call points). **The hirer is responsible for the safety of participants and audiences of events.** Fire equipment must not be misused and escape routes must be free of obstructions at all times. Fire doors must be closed during events. In the event of a fire, however slight or suspected, the Fire Brigade should be called by dialling 999 and the incident reported immediately to the caretaker.



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9. For events involving more than 20 people, everyone should be made aware of the safety and evacuation procedures, usually by making an appropriate announcement before the event. For such events in the Church the emergency exit signs should be illuminated and all eight main doors should be unlocked. Emergency egress is via the main entrance and the emergency exits near the grand piano and the kitchen. These emergency exits should be unlocked before the event and then locked again at the end. In Shirley House emergency egress is via the main entrance and the emergency exits in Room 1 and the rear hall to the left of the stairs.

The Fire Emergency Plans are available at
<https://www.standrewspalterlane.org.uk/room-hire/>

10. Highly flammable substances, cylinders containing compressed or liquefied flammable gases, portable gas appliances or other equipment involving the use of a naked flame are not permitted in the building. Candles are permitted **in the Church only** provided they are placed in suitable stable holders and are not left burning unattended.
11. All damage and breakages must be reported to the Caretaker. A charge may be made for the replacement of broken items.
12. At the end of each hire, all the hirer's equipment must be removed from the premises and no rubbish/litter shall be left anywhere on Church property. The hirer is responsible for clearing away their own equipment and rubbish at the end of the period of hire. Failure to comply with these guidelines may incur a cleaning charge. The facilities must be left in good order with all furniture returned to the correct place. The Church does not accept responsibility for anything left on the premises.
13. 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 so as to avoid obstruction of the highway.
14. The hirer is responsible for ensuring that the area in front of church, including both gateways, is kept clear at all times to allow access for emergency vehicles.
15. The hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking.
16. The hirer shall be responsible for the observance of all regulations affecting the premises imposed by Licensing Justices, the Fire Authority, the Local Authority or otherwise and must do nothing to contravene the laws of betting, gaming and lotteries.
17. The hirer shall be responsible for making adequate arrangements to insure against any third party claims which may lie against the hirer or his/her organisation whilst using the premises. St. Andrew's Psalter Lane Church will not accept responsibility for loss or damage to the hirer's effects during the period of hire.



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18. The hirer shall not sub-let or use the premises for any unlawful purpose, or in any unlawful way, or do anything or bring on to the premises anything which may endanger the premises, their users, or insurance policies relating thereto.
19. The hirer shall indemnify St. Andrew's Psalter Lane Church 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 premises 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.
20. 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.
21. The hirer acknowledges that no tenancy is intended to be created between St. Andrew's Psalter Lane Church and the hirer and no relationship of landlord and tenant exists between them.
22. St. Andrew's Psalter Lane Church regards the safe care and protection of children and vulnerable adults as of the utmost concern. The hirer, upon accepting and signing this agreement, agrees either that they have their own Safeguarding Policy available to view, or to comply with St Andrew's Psalter Lane Church's Safeguarding Policy, which is available at <https://www.standrewspsalterlane.org.uk/our-safeguarding-policy/>
23. St Andrew's Psalter Lane Church or their appointed person has the right to terminate or cancel any function or meeting not properly conducted or for any breach of the conditions of hire at any time.
24. Any complaints should be made to the Church Office, Shirley House, 31 Psalter lane, Sheffield S11 9YL.

Reviewed and agreed by the Property and Finance Committee, 9th April 2025.

Next review due: April 2026.



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Charges for the Hire and Use of the Church & Shirley House 2024/25

Bookings are available for Monday to Saturday, only.

The following sessions are available and should include set-up and clean-up time.

The time in-between sessions is for our cleaner.

| Morning | Afternoon | Evening |
|----------------|---------------|----------------|
| 8.30am-12.30pm | 1.00pm-5.00pm | 6.00pm-10.00pm |

| Area | Maximum Capacity | Hire charge per session |
|--|--|-------------------------|
| Church - All Areas | 270 | £240 |
| Church - Auditorium only | 200 | |
| Church – Auditorium only | For meetings with no public attendance | Discuss with caretaker |
| Use of Grand Piano | Please book in advance | £50 |
| Upper Meeting room | 30 | £40 |
| Narthex and kitchen ONLY | 30 | £40 |
| Shirley House, including use of kitchen | | |
| Room 1 | 75 | £40 |
| Room 3 / Interfaith Room | 30 | £30 |

PLEASE NOTE:

We expect events to finish with enough time to ensure the building is returned to the original seating plan, tidied and emptied by close of the session.

Please ensure you have left the building at the end of your session time or we reserve the right to charge an additional sum.

Free WiFi access is available in the Church and Shirley House. This public service is accessed at your own risk and responsibility for safe internet use.

In the Church: Log into SAPLChurch – password StAndrew5!

In Shirley House: Log into BTB-8ZCGXF ; Password = YyXL7LKe9pJQXu



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St Andrew's Psalter Lane Church - Public Concert/Performance Return Form

Dear Event Organiser,

If you use copyright music in public, you must first obtain the permission of the writer or composer whose music you play. In order to do this St Andrew's Psalter Lane Church holds a music licence from PRS Music that grants legal permission to play copyright music in the Church/Shirley House.

Under this licence, the hirer must provide the details below. We will then issue you with an invoice based on PRS Music's tariffs of the royalties owing to the copyright holders. To facilitate the issue of a prompt invoice, the PRS fee should be calculated using the following criteria:

As our venue works mostly with live music performances/concerts our account is set up as LIVE, meaning licencing will be done retrospectively, after the event has taken place. It is done to obtain information about the box office/ attendance which is necessary to calculate accurate royalties based on the most appropriate Tariffs. Please see below the list of the most relevant Tariffs for our venue with up-to-date Tariff Rates. Tariff rates might change, so it is worth checking Tariff information on the website before planning an event. <https://pplprs.co.uk/business/other/>

Tariff LP – for popular music concerts. (We need full ticket breakdown, ticket categories, price per admission and number of admissions) Price calculated: 4.2% *Box office NET = Royalties due to pay +VAT (subject to a minimum fee). Please see Tariff description for more details.

Tariff LC – for classical music concerts. (We need full ticket breakdown, ticket categories, price per admission and number of admissions)
Price calculated: 6.5% *Box office NET = Royalties due to pay +VAT (subject to a minimum fee) (Free to attend events are charged £18.75 +VAT for first 50 people attended; additional cost of £9.38 for each next group of (up to) 25). Please see Tariff description for more details. If music played is out of copyright, it is essential for us to obtain a setlist for it, so our classical music specialist can classify it, if we don't hold a setlist PRS assume music is chargeable.

Tariff GP - for cinema screenings, free events at which live popular music was used , dance shows etc. (£13.51 + VAT for first 100 people capacity; additional cost for next group of 25)



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Please provide the following information for **every** event you hold:

| | | | |
|--|--|----------------------|--|
| Name of Hirer: (Group or Organisation) | | | |
| Contact Name: | | Telephone No. | |
| Contact Address & Post Code: | | | |
| Email Address: | | | |
| Billing details: (if different from above) | | | |

| | | | | | |
|---|--|----------------------------------|--|-----------------------|--|
| Event Title: | | | | | |
| Amount taken on the door/Ticket Sales: | | No. of persons attending: | | Date of event: | |

TARIFFS DUE (show the calculation)

| | |
|------------------|--|
| Tariff LP | |
| Tariff LC | |
| Tariff GP | |

PTO



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Programme/List of Music played

| Title | Composer |
|-------|----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Form completed by:

Signed:

Date:

Please return the form **as soon as possible following your event**, preferably within 24 hours, but a maximum of 7 days to:

Church Office, Shirley House, 31 Psalter Lane, Sheffield S11 8YL

Email: office@standrewspalterlane.org.uk