**PARISH CHURCH OF ST. JOHN THE BAPTIST, BUXTON**

**BOOKING FORM**

**To book St John’s Church, please contact Buxton Parish Office:
Tel. 01298 77856**

**Email** **buxtonparish@hotmail.com**

**Address: Buxton Parish Office, 29 Bath Rd, Buxton SK17 6HJ**

**Please complete:**

**NAME OF THE HIRER:………………………… ………………**

**CONTACT NAME:…… … ……………………………**

**ADDRESS:………………………………………………………………………………………….…………**

**…………………………………………………………………………………………………………………..**

**Tel. No:……………………………..……………. Email:…………………………………………………**

**DESCRIPTION OF EVENT: ………**

**DATE OF EVENT:…………… ……………**

**START TIME: (the time access is required to the Church) ……**

**FINISH TIME: (the time when you will vacate the Church) ………**

Please state show times for **public performances**:………………………………………………………

**Please Note:** The Hirer is responsible for church security and adhering to all statutory regulations during the duration of the hire. Please specify the name and address of the person in your organisation who will be responsible throughout the hire and for all matters relevant to this agreement i.e. the Hirer’s Representative:

Name:.…………………………………………………………………………………………………............

Address (if different from above):……………………………………………………………………………

………………………………………………………………………………………………………………….

Mobile number:…………………………………………Email:………………………………………………

**NUMBER OF SEATS REQUIRED:**

(a) for performers:…………………..…………(b) for audience:………………..……….…………………

Please note that there are 200 main green church chairs, plus 60 additional chairs. Seating on the gallery benches will accommodate 150. It is your responsibility to move and replace all chairs and furniture (but not the Nave Altar which will be moved if necessary by church officials). In exceptional circumstances it may be possible to hire additional chairs at your expense from the Pavilion Gardens (High Peak Borough Council), but this needs to be discussed at the time of booking.

**OTHER REQUIREMENTS**: (Please tick as required)

1. Gallery  (b) Choir Vestry  (c) Piano  (d) Organ 

(e) Staging  (f) Kitchen (additional cost) 

**Gallery:** Admission to gallery is via stairs to choir vestry, please ensure that a steward is responsible for showing guests through this area which is restricted.

**Choir Vestry:** Please see note above (this area is not secure if gallery is being used).

**Piano:** This is tuned 4 times a year. If you require tuning immediately before your event, you must specify this at the time of booking. The cost of such tuning will be added to this hire charge. You may employ your own tuner if approved in advance by us.

**Organ:** You must consult our organist Michael Williams (01298 24185) and obtain his approval prior to use of the organ. This is tuned 4 times a year.

**Staging:** It may be possible to hire some staging but you must discuss this when booking to see if and on what terms this is possible (the staging belongs to Buxton Musical Society). If you erect any staging, care must be taken to ensure that the floor is not damaged or scratched. For any queries regarding staging please contact Tony Moreton 01298 24316.

**Kitchen:** The user rules listed in the kitchen must be observed at all times. £30.00 will be added to the hire charge for the use of the kitchen, of which £10 will be refunded if you leave everything as clean and tidy as you found it with all appliances other than the fridge (if on at the time) switched off.

**USE OF SOUND SYSTEM:**

It may be possible to use the Church’s sound system but the terms and conditions applicable hereto must be agreed with the Booking Officer or Churchwardens in advance.

**PERFORMING RIGHTS:**

The Hirer is responsible for all performing rights payments and undertakes to submit the appropriate return to the Performing Rights Society at the due time. The Hirer agrees to indemnify the Church from and against any claims and expenses in respect of such rights.

**HIRE FEE CHARGES:**

 All hires commence from the time access to the church is required and terminate when the church has been restored to its previous condition.

1. For concerts and other events with an afternoon rehearsal or the equivalent when the hire commences no earlier than 1 p.m. and finishes no later than 11 p.m. (including setting up and clearing up time**) £450.00**
2. For concerts and other events with a paying audience when the total duration of the hire does not exceed 3 hours **£220.00**. Any additional time will be charged at the rate of **£25.00** per half hour or part of thereof.
3. Educational or participatory events where services are provided to children of school age and where there is no paying audience - **£30.00** per hour.
4. The charge for any other hires, not falling within the above categories, are by negotiation with the Churchwardens, through The Booking Officer.

**PAYMENT IN ADVANCE –** Please note that the church reserves the right to require payment of the whole or any part of the hire charge on entering into this agreement (normally 50% of the total hire charge) or at any subsequent time prior to the hire and reserves the right to cancel the booking if the sum required is not paid within 14 days of demand. Service of any such demand by first class post to the Hirer’s Representative shall constitute good service. The Hirer’s Representative must confirm all arrangements by telephone with the Booking Officer at least 7 days before the event. In the event of cancellation, the church reserves the right to charge the whole or, at its’ discretion, part of the hire fee.

**PARISH CHURCH OF ST. JOHN THE BAPTIST, BUXTON**

**GENERAL CONDITIONS OF HIRE**

We are delighted that you wish to use our Church. Please observe the points mentioned in the booking form and those listed below.

**Please remember (and remind others) that this is primarily a place of worship and not a public hall. Thank you for your co-operation.**

1. **Statutory requirements** must be observed at all times, i.e. all “Fire Exit” doors should be unlocked at all times when the public are in attendance; audience chairs must be linked; adequate gangways be provided; no naked flames are permitted. **Fire regulations** are displayed in the kitchen.

1. The Hirer is responsible for compliance with **the Children Act** of 1990 and any associated & subsequent statutory regulations, i.e. any group which includes children must have a child protection policy in place. For reasons of safety **no children are allowed in the gallery unless accompanied by an adult.**
2. **Risk Assessment.** It is the responsibility of the hirer to undertake a **risk assessment.**

4. **Refreshments** – serving & consumption of refreshments should be confined to the kitchen and the area in the church under the gallery. **If alcohol is sold or included in the price of tickets you MUST have a licence and it has to be displayed.** (NB if you wish to sell alcohol, please speak to Churchwardens.)

5. **The Clergy Vestry** (behind organ console).  This is an Emergency Exit and although the outer and inner doors must be kept closed at all times, it must be available for exit in case of emergency ie the outside door only must have the Yale lock engaged with the bottom lock undone.

6. You are responsible for maintaining **security of the church**. During rehearsals the main door (the west door) should be kept closed to deter intruders.

7. You are responsible for **leaving the Church in the condition** as you found it and, all chairs must be returned to their proper position before leaving the Church. Please ensure all litter is collected at the end and rubbish removed to the bins outside by the car park. Nothing must be affixed to the walls or any other part of the building.

8. **Certain parts of the church** may be designated as “out of bounds” (e.g. the High Altar, the side chapel). Please respect this.

9. **Any damage** to the buildings or contents must be reported and paid for. **Loss of personal belongings** is not covered by the Church insurance, and is the individual’s or Hirer’s responsibility. **All Hirers must ensure that they have Public Liability insurance.**

10. **Electrics:** The switches for the chancel lights and the floodlights are in the clergy vestry. The remaining lights are operated from the switchboard outside the kitchen. Any additional electrical appliances or lighting brought in must be agreed with the Booking Officer or Church Wardens in advance. Power supply in the Church is limited. Please ensure you turn off all electrical appliances before leaving the Church.

12. Any accidents/incidents/near misses should be reported in the Accident Book, which is located **in the top drawer next to the fridge in the kitchen.**

13. It is the responsibility of the hirer to protect the **floor** from damage by musical instruments (e.g. cellos).

14. Use of the **car park** by hirers is welcomed but spaces cannot be guaranteed and a number of spaces are allocated to local permit holders only.

15. In **any dispute** the reasonable decision of the Church Wardens will be final and binding.

 16. St. John’ s Church is a constituent part of the parish of Buxton with Burbage and King Sterndale and the PCC is the ultimate party with which you are contracting.

 Please SIGN & DATE below in confirmation that you have read the Terms and Conditions of hire and that you have understood the charges that will be applied for your hiring period. (Please retain a copy.)

**Total to pay: (Please include additional costs of kitchen hire if applicable) = £**

**CONSENT TO SHARE PERSONAL INFORMATION**

Your privacy is important to us, and we want to communicate with all of our contacts in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you.

By signing this form you are confirming that you are consenting to the PCC of Buxton with Burbage and King Sterndale holding and processing your personal data for the following purpose:-

☐ To hold my information for invoicing and contact purposes.

I consent to the church contacting me by 🞏 post 🞏 phone or 🞏email.

Signed: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Dated: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You can find out more about how we use your data from our “Privacy Notice” which is attached to this form.

You can withdraw or change your consent at any time by contacting the Parish Administrator at Buxton Parish Office, 29 Bath Road, Buxton or buxtonparish@hotmail.com

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Please return to Bath Road Church Centre Bath Rd, Buxton SK17 6HJ or email to buxtonparish@hotmail.com

**DATA PRIVACY NOTICE**

**The Parochial Church Council (PCC) of Buxton with Burbage and King Sterndale**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

**2. Who are we?**

The PCC of Buxton with Burbage and King Sterndaleis the data controller (contact details below). This means it decides how your personal data that we hold is processed and for what purposes.

**3. How do we process your personal data?**

The PCC of Buxton with Burbage and King Sterndalecomplies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

* To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our Pastoral Scheme.
* To administer membership records;
* To fundraise and promote the interests of the charity;
* To maintain accurate Safeguarding records;
* To manage our employees and volunteers;
* To maintain our own accounts and records (including the processing of gift aid applications);
* We share contact details with the PCC’s appointed accountants and auditor in order to produce required accounting information and statutory year-end accounts.
* To inform you of and invite you to events, activities, groups and services running at any of the churches in the parish.
* To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

**4. What is the legal basis for processing your personal data?**

* Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
* Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
* Processing is carried out by a not-for-profit body with a religious aim provided: -
	+ the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
	+ there is no disclosure to a third party without consent.

**5. Sharing your personal data**Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the diocese with your consent. This will include the Diocesan and Deanery Offices.

**6. How long do we keep your personal data[[1]](#footnote-1)?**We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and all accounting records for a minimum of 7 years; and parish registers (baptisms, marriages, funerals) permanently.

**7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which the PCC of Buxton with Burbage and King Sterndaleholds about you;
* The right to request that the PCC of Buxton with Burbage and King Sterndalecorrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for the PCC of Buxton with Burbage and King Sterndale to retain such data; except when such data is a matter of public record.
* The right to withdraw your consent to the processing at any time
* The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
* The right to lodge a complaint with the Information Commissioners Office.

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator at Buxton Parish Office, 29 Bath Road, Buxton, SK17 6HJ Tel. 01298 77856 buxtonparish@hotmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

 Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

1. [↑](#footnote-ref-1)