



The Friends of St Peter's (Reg. Charity No. 271090) is a group of volunteers whose object is to preserve, maintain and manage the Church of St Peter, Sudbury in association with the Churches Conservation Trust and for the benefit of the community.

Your Booking Reference is: ----- Please quote this on any correspondence and on you hire donation.
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Please note that your booking is provisional until we issue a booking confirmation to you. This will be issued once we receive and accept your completed booking form and your booking deposit of £50.

APPLICANT DETAILS

Contact Name:
Organisation (if applicable):
Address and Postcode:
Telephone Number:
Email Address:

EVENT DETAILS *Please note this information will be used on our "What's On Listing"*

Event Title and nature of the event (if not self explanatory):		
Please provide the date(s), start and end times of the actual event:		
What dates and times do you need to hire St Peter's, please include setting up and clearing up times.		
Is the event open to the general public?	Is admission free to the public? If not, state the cost of tickets/ admission.	Estimated number of attendees:

HIRE DONATION

Agreed hire donation for this event: £	Please note that £50 of this hire donation is to be paid with this booking form.
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I confirm that, as the event organiser, I have read and agree all the terms and conditions set out on page 3 of this form for the use of the building. I confirm that I/the organisation I represent will have public liability insurance policy in place to cover the event which includes an indemnity to principal.

Print Name.....Signature.....

Date.....

By virtue of using the building **the hirer is entitled** to enter into membership of the Friends of St Peter's, Sudbury from the date the booking is accepted until the end of March following the event date. This entitles the hirer to voting rights at the AGM. Please complete the form on page 2 in order to **activate membership**.

Please return this part of the form to the Bookings Secretary, by email to events@stpetersudbury.co.uk (preferred) or by post to Hilary Spivey, 52 Friars Street, Sudbury, Suffolk, CO10 2AG with the **booking deposit (see page 3 for payment details). **Please retain a copy of this form and enclose it, after your event, with your hire donation (less the deposit paid)** which should be sent to The Treasurer, The Friends of St Peter's, 37 Carsons Drive, Great Cornard, CO10 ONG. To pay the booking deposit or the balance of the hire donation electronically please contact the booking secretary for our bank details. If paying by cheque, please put the booking reference on the back of your cheque.**

Your Organisation's Membership of the Friends of St Peter's

The Friends of St Peter's was established in 1976 to preserve, maintain and manage the building for the benefit of the whole community which it does in association with the Churches Conservation Trust. As a hirer of St Peter's your organisation is entitled to become a member of the Friends of St Peter's for no additional cost. As a member we will send to the nominated contact in your organisation regular newsletters and an invitation to attend the annual general meeting of the Friends of St Peter's where you can hear about the developments in the building and put forward your ideas on how this wonderful building can be improved for the benefit of the people of Sudbury. To confirm your organisation's membership of the Friends of St Peter's please complete the form below. Membership will run from the date your confirmation is received to the end of March following your event.

If your booking is in your own name, rather than an organisation, then you as an individual are entitled to become a member of the Friends of St Peter's as a hirer of the building – to do so please complete the form below giving your own details in the organisation box below.

Membership Form for Hirers of St Peter's	
Name of organisation hiring St Peter's	
Contact name within the organisation for Friends of St Peter's membership purposes	
Email address of contact name	
Postal address of contact name	
Tel. number of contact name:	
Name of person completing this form	
I confirm that the organisation named above (or individual, if applicable) as a hirer of St Peter's wishes to become a member of The Friends of St Peter's.	
Signed If you send this form by email without printing it then please type your name in the signature box.	Date

Once completed please either send this page with the booking form by email to events@stpetersudbury.co.uk or by post to Hilary Spivey, 52 Friars Street, Sudbury, Suffolk, CO10 2AG.

Why not become a Friend of St Peter's?

If you would like to join The Friends of St Peter's **in person** - why not complete the membership form which you can download from [here](#). By enrolling as a Friend you will be making a significant contribution towards the future of St Peter's. You can also learn about the building's colourful history, keep informed about our diverse programme of events, and have the chance to contribute your ideas on the many exciting developments planned.

The Friends of St Peter's, Sudbury

Terms and Conditions for the Hire and Use of the Building **Please retain these terms and conditions for your reference.**

General

1. The Friends of St Peter's, Sudbury ("FOSP") retains the right to alter these terms and conditions from time to time.
2. The building remains **consecrated**. Please respect it as such. We rely on the sensitivity of users to do nothing to offend public taste. The Friends reserve the right to determine the suitability of any event. If in any doubt, please ask for guidance in advance.
3. Representatives of the Churches Conservation Trust and FOSP should be allowed **free entrance** at all times. They reserve the right to cancel an event **without notice**.
4. **Political** events are not allowed. **No Smoking** is allowed in St Peter's. Please ensure that gentlemen remove hats.
5. Application for **permission to sell alcohol** should be made to the Babergh District Council.
6. **Religious Events, including services** must have the permission of the correct Church Authorities. Please make clear your intention to hold such an event at the time of booking.
7. Special arrangements should be made if you wish to use the **organ**, electric **piano**, or **sound system**. Please ask well in advance.
8. No material **may be fixed to the building** or to FOSP notice boards this include fixing notices and publicity to the building walls with Blutak, adhesive tape or similar.
9. The **literature area** by the West Door must be unobstructed.
10. In **publicity** etc. please refer to St Peter's and not to St Peter's Church.
11. When music is played in St Peter's Sudbury you are responsible for notifying the Performing Rights Society and making any appropriate payment thereto.
12. FOSP supports the Fairtrade Foundation and encourages users of the building to use Fairtrade products and practices wherever possible.
13. The arrangements for picking up and returning the keys to the church are set out in the booking confirmation issued by FOSP.

Bookings and Payment of Deposit and Balance of Hire Donation

14. Any telephone or email booking remains provisional until FOSP issues a booking confirmation. If you wish to amend or cancel a confirmed booking, please let the booking secretary know as soon as possible.
15. Your booking form must be accompanied by a **booking deposit of £50**. You can either include a cheque made payable to **The Friends of St Peter's** with your booking form or pay direct to our bank account, please contact the booking secretary for details.
16. The booking deposit is **non-returnable**, except where you cancel a booking more than six months before the hire date. In exceptional circumstances and at the discretion of the FOSP the booking deposit may be returned.
17. The **booking deposit** can be deducted from the agreed hire fee. Details of payment of the hire fee are set out in the booking confirmation issued by FOSP.
18. **Payment Terms:** For hirings by non-commercial organisations please pay the balance of the hire fee within 30 days following the event. For all other hirings payment should be made at least 30 days prior to the event.

Health and Safety

19. You are responsible for all aspects of **health and safety** at your event and should undertake a full **risk assessment**. Only use **PAT tested electrical equipment** in the building. If in doubt, please ask for guidance.
20. At all events the North and West Doors should be kept clear, unlocked and unbarred as they are the **Emergency Exits**.
21. The building has a **capacity** of 400 people.
22. You should provide suitably briefed **stewards** and make provision for **emergency evacuation**.
23. **Fire Fighting Appliances** are for that purpose only. Evacuation is essential before any such equipment is deployed. You are responsible for the correct use of the equipment.
24. Before you use any **lights, staging, ramps, trolleys, ladders, seating, heating, piano, organ, sound system, water heaters or any other equipment etc.** make sure you understand the system. Ask if you need advice.
25. Rows of **seats** should be fastened. **Staging** should be assembled and used correctly.
26. You are responsible for **public safety**. You should obtain insurance cover. If in doubt, please ask for help.
27. The **ramp** provided for wheel chairs should be used for that purpose only and at your risk.
28. Kitchen facilities are limited to the preparation and supply of **hot and cold drinks**, and of pre-prepared **cold food**. The kitchen facilities are not suitable for the preparation of **hot food**. All matters of hygiene etc. are your responsibility. You should make yourself aware of current Food Safety regulations.
29. In order to **record** any Health and Safety issue, please complete the appropriate form in the Health and Safety folder kept in the kitchen.

After your event

30. At the end of your event **chairs** should be stacked, in piles of 8, in the south chapel and **staging** should be stored behind the red curtains by the font. **Tables** should be stacked, as indicated, behind the organ. Please **switch everything off** before you leave. Failure in these aspects may involve an **increased donation** to cover additional costs.
31. Please take your **rubbish** away with you. There is no rubbish collection from the building. Please leave everything **clean and tidy**.
32. Please return the **key** immediately after your event so that others may use the building.
33. Please notify us immediately of any accidental damage to the building or to equipment by phoning the chair of FOSP on 01787 378698. Any damage may be charged to you.