



ST THOMAS
CHURCH LANCASTER
SHARING GOD'S LOVE FROM THE HEART OF THE CITY

Booking Your Event at St Thomas'

St Thomas's is a lively Anglican church located in Lancaster city centre. We have a variety of rooms that we hire out for meetings and events. Within this document you will find details of what we can offer and how you can hire our premises, along with information regarding our pricing and terms and conditions. If you have any questions that are not answered by this booklet, please contact our office who will be happy to help you.



Rooms and Facilities Available

Main Church Auditorium

A large auditorium that seats 240 people. This room has a stage area with lectern and contains PA and projection facilities that can be used if agreed by prior request. There is also an atrium attached that includes toilets and facilities for serving refreshments. For larger events it is also possible to make use of two balconies to provide seating for an additional 120 people. The Auditorium and Downstairs Hall are both accessible to disabled people and have disabled toilets.

Cost of Hire: £100 per session (i.e. morning, afternoon or evening).

Church Centre Downstairs Hall

A multi functional meeting room with the option of clear floor space or seating for up to 70 people. This room contains PA and projection equipment that can be used if agreed in advance. There is access to toilet facilities and for an additional charge a large, fully equipped kitchen can be hired.

Cost of Hire: £15 per hour, plus £5 per hour for kitchen if required.

Church Centre Upstairs Lounge

A meeting room with seating for 30 people. This room includes a DVD player and large wall mounted TV. It also has an attached kitchen area for preparing and serving hot drinks as well as access to toilet facilities. Please note that this floor of the Church Centre has no disabled access.

Cost of Hire: £14 per hour

Please note that if special provision has to be made for opening and/or closing the buildings because your event falls outside of our regular office hours there will be an extra charge of £15

How to Book

Please contact us to check whether we will be able to accommodate your request and to discuss your needs. When you have done this, complete the booking form at the back of this document and return it along with a cheque for the full amount of your room hire made payable to St Thomas's PCC. When we receive this we will send you a confirmation of your booking. If your booking is a regular booking rather than a one off event it may be possible to invoice you and take payment in arrears. Please discuss this with us when making your booking. It should be noted that all our buildings are in use throughout the day on Sundays so we are unable to hire out our rooms on a Sunday.

Cancellation Policy

Should you need to cancel your booking with us we will be happy to refund you the full amount so long as we are given at least one month's notice. If you have to cancel with less notice we will provide a 50% refund so long as we receive at least 24 hours notice. Cancellations with less than 24 hours notice are not eligible for any refund.

On rare occasions it may be necessary for St Thomas's to cancel a booking. We will obviously endeavour to avoid this and will give you as much notice as possible. Should we need to cancel your booking we will of course refund you in full, but please note that we can not be held liable for any other costs incurred by you due to this.

Terms and Conditions of Hire

Use of our facilities is dependant on the following terms and conditions:

The church retains control, possession and management of its property and the hirer has no right to exclude the church from the premises.

St Thomas's Church reserves the right to refuse any booking it believes is contradictory to the aims and ethos of the church, or which would bring the church into disrepute.

The premises must only be used by the organisation and for the time and purpose agreed.

Any advertising for your event should not imply that it is organised, supported or sponsored by St Thomas's Church unless this has been specifically agreed by prior arrangement. In addition your own contact details should appear on the advertising.

If you wish to use posters or flyers on the church's premises, these will need to be agreed with the Vicar or Operations Manager in advance.

The care of children, young people and vulnerable adults attending the event is the responsibility of the event organiser. You should be willing to provide your own safeguarding policy or use ours, a copy of which is available on request.

The organisers of the event will be responsible for the safety and security of attendees and will be responsible for ensuring that they have any insurance cover that is necessary for their event.

St Thomas's Church shall not be responsible for any loss, damage or injury which may be incurred by, or be done by, or happen to any person or persons in the premises during this hiring arising from any cause whatsoever, or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God, which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

If you wish to use the kitchen attached to the Downstairs Hall you must read and comply with the Kitchen Handbook.

The hirer shall be liable for all loss or damage to St Thomas's property or premises occurring during the period of hire. Any damage and breakages should be reported to the Operations Manager and the hirer will be charged the full cost of replacement.

St Thomas's Church shall not be responsible for any property of the hirer whilst it is on the premises.

Alcohol is not permitted on the premises unless agreed by prior arrangement.

The hirer should ensure that noise from their event does not cause a nuisance to other users of the premises or members of the public.

When you leave the premises please ensure that everything is left in good order and that all rubbish is disposed of. All lights and heating should be off, windows should be closed and doors locked.

Booking Form

Name of Organisation:

Contact Name:

Phone Number:

Email:

Address:

Date of Event:

Your Arrival and Departure Times:

Brief Description of Event:

Any Additional Requirements (e.g. Use of Kitchen or Projection Equipment):

Approximate Number of Attendees Expected:

Contact Name on Day:

I have read and accept St Thomas's terms and conditions of hire as set out in, 'Booking Your Event at St Thomas's.'

Signed:

Date: