



# *Saint Laurence*

## **STANDARD CONDITIONS OF HIRE AND FAQs**

**February 2024**

**Contact number:** 0118 909 9595

**Email:** [admin@stlreading.org](mailto:admin@stlreading.org)

**Location of hired facilities:**

Saint Laurence Church, Friar Street,  
Reading, RG1 2DQ

**Office Hours :** Monday to Wednesday 9:00 - 17:00

*Entry to Saint Laurence is by prior appointment*

## 1. GENERAL

Saint Laurence is a 12th century, Grade I listed building and the interior has been wonderfully re-ordered. Saint Laurence is an Anglican congregation with a particular vision for young people. We meet and seek to be a community which lives out the good news of the Kingdom with and among young people of the town.

Our churchyard is behind the church building, with public access and a main thoroughfare through to the Forbury Gardens.

The Church can hold a maximum of 300 seated and 350 standing.

The "HIRER" is referred to as the customer for bookings.

The Saint Lawrence Parochial Church Council (PCC) is the decision-making body of the church.

Saint Laurence staff refers to the Vicar, Bookings Manager and PCC employees.

## 2. APPLYING TO HIRE FACILITIES

HIRER reservation enquiries must be made in writing via the Saint Laurence website form or to [admin@stlreading.org](mailto:admin@stlreading.org).

A reservations will not be secured until:

- A completed and agreed Buildings Usage Contract form.
- Payment of a 25% deposit. The deposit will be invoiced and deducted from the balance invoice.
- A copy of the hirer's Public Liability Insurance which must be for a minimum of £5million.

The PCC reserves the right to refuse applications without explanation and also reserves the right to request two references before a hire application is accepted.

The HIRER must comply fully with the terms of hire and, by default, we reserve the right to terminate hire or make supplementary charges. We reserve the right not to accept bookings where the activities are, in our understanding, incompatible with Saint Laurence's Church values.

The facility must only be used as agreed in the Buildings Hire form. If any activity is deemed as inappropriate in the church building, the group will be asked to stop such activities and may be asked to leave the building immediately.

The HIRER must be aged 18 years or over and will be responsible for ensuring the terms of hire are met

### 3. ACCESS

#### 3.1. Booking sessions

The minimum booking charge is the equivalent of ONE session (4 hours) and will specify access to the Nave, Glass Meeting Room or both. HIRER must only use agreed areas. WIFI, Toilets and kitchen are available for all bookings. Hire of the Saint Laurence Projector and PA are additional charges. Hire pricing is outlined on the Booking Form.

If the booking requires any extra time, then an hourly charge is levied up until a maximum of two additional hours. Any more than two additional hours then the HIRER will be charged for an additional session.

If Saint Laurence staff are required on site during an event, a rate of £15/hour before midnight and £25/hour thereafter plus any travel expenses incurred for their attendance. (Minimum charge of 1 hr). A mobile phone number for the nominated "on-call" staff member will be provided to the event organisers if the need arises to reschedule opening/closing time and should there be any problems experienced.

#### 3.2. Access and vacating Saint Laurence

All activities must be scheduled to have a member of the Saint Laurence staff team or a responsible nominated adult key holder to provide access and secure the building at the end of the event unless otherwise discussed.

The HIRER must vacate the Saint Laurence by the end of their agreed hire period and all items belonging to the HIRER must be removed. Saint Laurence must be left in a reasonable condition as found. Site plans are available throughout the building. If the HIRER exceeds their agreed time, additional charges will be applied at the hourly rate indicated on the booking form.

The HIRER is responsible for removing their own refuse including recyclable waste. Failure to do so may result in a £10.00 charge per bag deducted from the Damages Waiver.

#### 3.3. Tour

A discussion and/or tour of the facilities is available and can be arranged during Saint Laurence's Office Hours.

## 4. BOOKING FEES

### 4.1. Deposit

A deposit of 25% of the total of the event is required to be submitted with each application for hire to secure booking. This will be deducted from the final invoice if all the Terms and Conditions have been met. An invoice will be sent for the deposit. Hire fees must be paid in full on presentation of the final invoice.

Deposit will be non-refundable.

### 4.2. Balance

Full payment is required 28 days prior to the event.

### 4.3. Damages Waiver

Saint Laurence will request a £150 damages waiver for Nave booking which is payable 14 days prior to the event.

An inspection of the building will be made by Saint Laurence's staff prior to each booking, and as soon as possible after each booking. Any signs of damage and/or misuse will be disclosed in writing via email within two weeks after the booking, and repair costs will either be advised or, if an estimate is not yet available, we will indicate when the costs will be advised. If the damages exceed the damages waiver value, Saint Laurence will seek suitable remuneration.

If no additional costs, the Damages Waiver will be returned in full.

### 4.4. Payment method

BACS payments or card payments are accepted. Details provided in full with invoice. Payments made by cheque must be made in sufficient time before the event for the cheque to clear. Cheques are to be made payable to Saint Laurence PCC and must be posted to our postal address OR handed to the Vicar or the Bookings Manager.

## 5. CANCELLATIONS OR RE-BOOKINGS:

- HIRER gives 28 calendar days or more written notice prior to event date : full refund ●
- HIRER gives 15 to 28 calendar days written notice prior to event date : HIRER charged 25% of the full booking fee
- 14 calendar days or less prior to event date: non-refundable

Because Saint Laurence is of significant importance to the local Reading community, on rare occasions unexpected demand for the building use (for example, important church or community funerals) may supersede any prior booking arrangements. In such cases we reserve the right to change any booking with only as much notice as we are given. Bookings affected will be given the option to cancel with a complete refund or be rescheduled to the next available session time with no refund, but with no rebooking fees.

If a booking is cancelled as a result of Government guidelines, such as Covid restrictions, we will attempt to reschedule to a mutually agreed date or provide a refund.

## 6. SAFEGUARDING

It is expected that if your event involves children or vulnerable adults that you have suitable safeguarding and risk assessment procedures in place.

Saint Laurence holds no responsibility for safeguarding while the building is under hire.

## 7. RESPONSIBILITY FOR INSURANCE, COMPLIANCE, DAMAGE AND INJURY

### 7.1. Musical performances

HIRER will supply details of the programme performed; the box office receipts (net of VAT) and the attendance at the performance for submission to the Performing Rights Society. The HIRER will be required to pay an additional invoice for any performance rights royalties which might be levied on the Saint Laurence's as a result of a performance.

### 7.2. Damages

The HIRER must indemnify Saint Laurence's in the event of loss or damage to the premises or contents, or in the event of any claim being made by any party for bodily injury or damage arising out of the use of the premises.

The HIRER will be held responsible for any misuse, theft or damage of the church or church property during your booking and payment will be due immediately to cover costs and expenses incurred by that theft or damage. HIRER will also need to make the church staff member(s) aware of the theft or damage immediately.

Misuse and damage to the building includes, but is not limited to:

- Anything affixed to the walls, floor or furniture and any resulting damage

- Smoking of any kind and consumption of alcohol
- Roller blades, scooters, bikes, pets/animals (except working dogs) in the church building
- Broken or damaged furniture or areas of the building
- Excessive untidiness, dirtiness or remaining litter requiring a cleaner to attend

### **7.3. Legal liabilities**

Outside organisations using the church building must hold a copy of their Public Liability Insurance Certificate worth £5,000,000 prior to the event. A copy is to be sent in at the time of booking.

The HIRER is responsible for obtaining adequate insurance for all legal liabilities that could arise whilst at the premises, including death or personal injury to third parties, or damage to the premises or the property of others.

The HIRER is responsible for ensuring all licences required are in place.

### **7.4. Alcohol**

If the HIRER wishes to sell alcohol then permission must be obtained from Saint Laurence's AND a copy of the appropriate TENS licence MUST be produced and given to Saint Laurence's well in advance of the intended hire date.

### **7.5. Sales of goods**

The HIRER must not use the premises for any sale, trade or business without the written agreement of Saint Laurence's. Building usage restrictions dictate that only sales for the purpose of fundraising are permitted on the premises. We cannot accommodate any bookings for retail sales events. Fundraising is permitted, provided proceeds go to fundraising and are not for profit.

### **7.6. Sub-let**

The HIRER must not sub-let the premise.

## **8. GENERAL BUILDING REQUIREMENTS:**

### **8.1. Setup and equipment**

Outside organisations using the church building must supply all materials and equipment for their booking, and any use of church property must be agreed and paid for prior to use. The building is offered as it comes on the day booked. Saint Laurence staff are not involved in event setup. The HIRER must place all furniture and items moved in the exact same position and place it was prior to booking. The space must be left in the same clean and usable state after the event that it was in prior to the event. The HIRER is self-sufficient in that setting up and cleaning up is undertaken by the team/individual.

### **8.2. Third Party services**

If you require additional services, such as an audio-visual technician or a caterer, we will recommend options if possible. Any details or payment will need to be made directly by you with that third party. Though Saint Laurence is not responsible for any part of the arrangements made with that third party, we expect them to adhere to these terms and conditions. Your group will be responsible and liable for any issues or damage connected with that third party.

### **8.3. Safety**

Emergency exits must be kept clear at all times. Fire extinguishers must not be

moved. First Aid box is located along side the kitchen near the light control panel.

It is illegal to smoke in any part of the building.

Any accident, use of the first-aid kit or a fire hazard is to be reported to an authorised member of the Saint Laurence team at the earliest opportunity.

### **8.4. Filming in churches and churchyards**

As the church is a public building/space, it is often assumed that there is no restriction on what can be done either inside or in the surrounding or nearby churchyard. This is not the case. As a matter of law, any secular use of a Church of England church and/or churchyard is subject to the jurisdiction of the diocesan consistory court. This includes filming.

In order to gain permission to film in the church and churchyard copies of those parts of the script which (a) are to be filmed in the church and/or churchyard and (b) might suggest the scene was filmed in the church and/or churchyard as a result of scene-splicing must be seen. The Archdeacon will also want to see a written synopsis of the production's entire plot in order to place the scenes in context.

Therefore, the proposed script and plot synopsis has to be approved by the Archdeacon and the filming company enters into the Diocesan Registry's standard form of Film Location Agreement.

This requirement is for all filming within the church or churchyard regardless of it being a wedding film, news piece or part of a film etc. In addition, once completed the use to which the film is being put to and where it is to be used is also required to be known.

### Is there a restriction on participants who enter Saint Laurence?

The Nave has a maximum capacity for 300 people seated or 350 standing.  
The Glass Meeting Room has a maximum capacity for 10 people.

### Do you have chairs or tables available to use?

We have approximately 180 chairs available. We also have 8 moveable sofas for downstairs use and 10 trestle tables.

### Are there areas that are not available?

Hirers must only use their agreed facilities, for example the Nave, the Glass Meeting room, the kitchen or the toilets. The chapel, chancel, bell tower & church offices are strictly out of bounds.

### What facilities are available in the kitchen?

The use of the kitchen includes all kitchen hardware, which consists of crockery & cutlery for approximately 50 people, x2 kettles, x2 coffee makers, a large Urn, microwave, dishwasher, oven, fridge and freezer. Food items are not included (tea, milk, sugar, biscuits, etc.), However there is a supermarket directly opposite Saint Laurence.

### Where can we park?

Due to the central location of Saint Laurence, there is no on-site parking available, although it is possible to drop off and collect equipment where necessary (please see details below).

Reading has many car parks including The Oracle, Reading train station and Broadstreet which are a short walk away [click here for up to date parking options.](#)

Reading Town Centre is well served by public transport links; the main line train station is a short 5 minute walk away (see directions below) and a number of buses regularly stop outside of the church:

<http://www.reading-buses.co.uk/maps/>



**Do you have a recommended lighting, staging or sound equipment supplier?**

If your event requires additional lighting, staging or sound equipment, we can recommend Sound Foundation - <http://www.sflgroup.co.uk/> who will supply and fit this all for you. Call 01189 690900 or email for further details: [info@SFLgroup.co.uk](mailto:info@SFLgroup.co.uk)

**Can we drop off equipment for our event?**

Please note that due to our central location, there are some restrictions for unloading equipment and deliveries. There are 2 main routes for gaining access to Saint Laurence if driving.

**Route 1: Via the Forbury**

Access via The Forbury (behind the back of Saint Laurence) is only possible during the following hours: before 7 am, between 11-4 pm or after 7 pm to avoid rush hour timings. During all other peak times this is only accessible for taxis & buses. If you are able to drop off at non-rush hour times, then you can either pull directly onto the front of church removing the bollards (which lift up) or you can pull into the lay-by very close to church directly outside Parkers estate agents.

**Route 2: Via Blagrove Street**

The alternative option is to drive down Blagrove Street (just by the Station with the Town Hall on your left) and you can pull directly onto the church grounds having lifted 3 removable central bollards and this can be done at any time of day. There is also 1 removable bollard at the very end by M&S and by removing just this one this also allows enough space for you to drive through if other vehicles have parked in front of the central removable bollards for making deliveries.

It is also advisable to print off a sign that states that you are loading/unloading which can be affixed to the visiting vehicles so that there is no opportunity for confusion from any passing traffic wardens.

If you are arranging deliveries of equipment for your event or will be directing guests/attendees, please ensure you use the following location address: Saint Laurence Church, Friar Street, Reading, RG1 1DA.

**Is Saint Laurence wheel chair accessible?**

The entrance and downstairs area of the church is entirely accessible for wheelchair users and we have 3 unisex toilets of which 1 is wheelchair accessible. Unfortunately, due to the grade listing and nature of the building we are unable to provide a lift to access the upstairs mezzanine area.

### **What is your alcohol policy?**

The sale and supply of alcohol during events is purely at the discretion of the PCC and will be taken to the PCC sub-committee for a decision. This should be discussed with the Office Manager at time of booking and will advise accordingly. If approved, the sale of alcohol must be undertaken by a licensed provider (professional bar company), an application for a temporary events licence will be required and you may be asked to supply security personnel if appropriate.

### **Can you recommend any local caterers?**

- Picnic – [www.picnicfoods.co.uk](http://www.picnicfoods.co.uk) (correct as of 9/1/2023)

Picnic is an independent café situated in Butter Market (around the corner from Saint Laurence) and comes highly recommended. They provide freshly made sandwich lunches, cake platters and buffet options. Their coffee is ethically sourced, and they have been awarded the Certificate of Excellence for 2014. They will deliver all refreshments directly to Saint Laurence on the day of your event. Contact Jon for further details by calling 01189 589292 or emailing [info@picnicfoods.co.uk](mailto:info@picnicfoods.co.uk)

- Tutu's Ethiopian Table – [www.tutus-ethiopian-table.com](http://www.tutus-ethiopian-table.com) (correct as of 9/1/2023) Tutu creates tasty and nutritious selections of meat and vegetarian stews, served with the Ethiopian traditional pancake, Injera.

She also serves a range of baguettes and other snacks, for lunches, buffets, and special occasions, all of which are delivered on site. She is also a previous Pride of Reading Award winner for her “family-friendly” Ethiopian restaurant. For more info, contact Tutu on 0118 958 3555/ 07863 551 097 or [tutu.melaku@ntlworld.com](mailto:tutu.melaku@ntlworld.com)

- Marks & Spencer - <http://www.marksandspencer.com/c/food-and-wine/food-to-order> (correct as of 9/1/2023)

For those happy to collect their food order from across the street, M&S on Broad Street provide a range of platter options. View their website to order on-line.