

Hiring

St Luke's Church

Seaford

Application Pack

St. Luke's church may be used for a variety of events, such as Meetings or Parties. The chairs and Tables in the church make for flexible seating arrangements, and there is a separate Hall and Kitchen area, which can serve as an eating or quiet area.

If you want to hire our church building, please contact

The Parish Administrator, St Luke's Church, Walmer Road, Seaford, BN25 3TH

Tel: 07391 787130 E Mail. bookings@seafordparish.org.uk

ST LUKE'S CHURCH
SEAFORD
APPLICATION TO HIRE

This Application is supplied in duplicate, please complete and sign both, returning one copy to the
The Hall Bookings Secretary, 93 Lexden Drive, Seaford, BN25 3JF

Tel: 07425936674 E Mail. bookings@seafordparish.org.uk

Please retain the Booking conditions and Hall information for your own reference.

=====

NAME OF APPLICANT: (Organisation or individual) _____

ADDRESS: _____

POSTCODE : _____ TELEPHONE (incl STD code) _____

MOBILE: _____ E Mail: _____

Person Responsible (if different from above) _____

Date & Time of use:

DATE: _____ FROM: _____ TO: _____

Precise purpose of Hire:

(Hire for political purposes are not accepted nor are those for events incompatible with Church of England teachings)

Approximate Number of people attending: _____ (Maximum Capacity 100)

The dividing doors between the main hall and extension will be left open for each hire, these must only be operated by trained staff to avoid injury or damage. Please inform the Bookings secretary should you require them to be closed for the duration of your hire.

Payment: in full to be made on application £_____ 'Good Order' Deposit of £50 due (Regular hirers shall be invoiced monthly in arrears, no 'Good Order' deposit due for regular group hirers)

Please note Clause 7 of our Terms & Conditions regarding our requirement for a 'Good Order Deposit' of £50, this will be refunded after the event assuming there are no problems.

BACS DETAILS

Parochial Church Council of Seaford
Account Number 50690732
Sort Code 20-49-76

PLEASE REFERENCE WITH YOUR NAME AND HIRE DATE

(BACS payments preferred, Cheques should be made payable to "Seaford Parochial Church Council")

Please make 2 separate transactions - one for the hire amount and one for the £50 'Good Order' deposit with your name and date of hire as reference (BACS payments preferred. For cash or cheque payments contact the Bookings Secretary for information).

PLEASE PROVIDE BACS DEPOSIT RETURN DETAILS

Please confirm date and hours of hire with the Bookings Secretary before returning the form and making payment.

BANK _____ ACCOUNT HOLDER NAME _____

ACC NUMBER _____ SORT CODE _____

Completed booking forms to be returned to the Bookings Secretary via email or post to address as detailed at the head of this form.

*****Please ensure hours of hire are confirmed with the Bookings Secretary BEFORE returning the booking form and making payment.*****

I have read and will comply with the terms and conditions of hire.

Before signing, please read Terms and Conditions of Hire and Diocesan Bishops Directions.

IMPORTANT NOTE :By your signature on the Application to hire our premises you are deemed to have understood and accepted all of the Terms and Conditions of Hire set out herein on behalf of yourself and / or your organisation.

Hirer's Signature: _____ Date: _____

_____ Secretarial use only _____

PAYMENT RECEIVED: _____

AMOUNT _____ DATE CONFIRMED _____

DEPOSIT RETURNED: _____

AMOUNT _____ DATE CONFIRMED _____

CURRENT HIRE RATES: (Effective 1st January 2025 until further notice)

*£20 per hour (Minimum Hire, 2 hours charge of £40)

*Maximum hire 4 hours for Children's Birthday

Party

*Discounted 'regular booking' 4-hour slot £65, then £20 per hour thereafter (For regular weekly or monthly bookings only).

ACCESS TO PREMISES. PLEASE ARRANGE COLLECTION OF THE KEY BY EMAIL OR PHONE/ MESSAGE IN THE WEEK PRIOR TO YOUR HIRE. THIS WILL NEED TO BE COLLECTED FROM THE BOOKINGS SECRETARY CHARLENE HOBBS AT 93 LEXDEN DRIVE, SEAFORD, EAST SUSSEX, BN25 3JF. AFTER YOU HAVE FINISHED AND SECURED THE BUILDING THE KEY SHOULD BE RETURNED TO HER. (PLACE THROUGH LETTER BOX).

PLEASE NOTE: DO NOT ATTEMPT TO OPERATE THE FOLDING DOORS. THEY ARE HEAVY AND COULD CAUSE DAMAGE TO THE DOORS AND TO YOU IF THEY COME OFF THE RAILS. IF YOU WOULD LIKE THEM CLOSED PLEASE LET THE BOOKING SECRETARY KNOW WHEN YOU BOOK.

THE EXIT DOOR AT THE REAR OF THE BUILDING IS ALSO A FIRE DOOR AND WILL UNLOCK IF THE HANDLE IS PRESSED. PLEASE ENSURE THIS DOOR IS LOCKED FROM THE INSIDE BEFORE LEAVING FROM THE TOWER DOOR.

CHILDREN ARE NOT ALLOWED IN THE GARDEN UNSUPERVISED.

YOU ARE RESPONSIBLE FOR ENSURING THAT ALL EQUIPMENT IS RETURNED TO ITS ORIGINAL POSITION BEFORE YOU LEAVE. PLEASE PROVIDE YOUR OWN BIN BAGS TO CLEAR ALL RUBBISH AND TAKE AWAY WITH YOU.WE DO NOT HAVE A RUBBISH DISPOSAL SERVICE.

TABLES, CHAIRS, AND A BROOM WILL BE LEFT FOR YOU TO USE. PLEASE MAKE SURE THE PREMISES ARE LEFT IN A CLEAN CONDITION; CHAIRS ARE PUT AWAY AND EVERYTHING IS RETURNED TO ITS ORIGINAL PLACE.

ANY QUERIES REGARDING THIS HIRE SHOULD BE DIRECTED TO THE BOOKINGS SECRETARY:

93 LEXDEN DRIVE, SEAFORD, EAST SUSSEX, BN25 3JF. Tel: 07425 936674

Email: bookings@seafordparish.org.uk

Safeguarding

The Parochial Church Council of Seaford Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent.
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy.
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible and keeping records of dates and disclosure numbers indefinitely.
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults and update it annually.
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group.
- no person under the age of 18 years will be left in charge of any children or young people of any age.
- no child or group of children or young people should be left unattended at any time.
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin.
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - (b) any known offenders against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for St Luke's and St Leonard's Church is:

Name: Ruth Saunders

E-mail: Safeguarding@seafordparish.org.uk Tel. No: 07947006895

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Designation

Organisation Date

Please sign two copies, one to be retained by the church, and one by the organisation

TERMS & CONDITIONS OF HIRE

1. All applications for hire of the premises must be made in writing and signed by a responsible person. Full payment is required at the time of booking. No refunds are given within 28 days of the event. The Parochial Church Council (hereinafter called the PCC) or its representatives reserve the right to refuse or cancel a booking without explanation. Where cheques are returned by the bank unpaid, we will make a £20 Administrative Charge for each cheque. For regular bookings, the hire fees must be made either QUARTERLY or MONTHLY in arrears by arrangement with the booking secretary and cancellation charges apply- Over 7 days notice no charge, for 7 days to 48hrs prior notice charge of 50% and for less than 48hrs of cancellation notice charge of 100% hire due.
2. The Hirer is to make arrangements with the Booking Secretary for the collection and return of the Hall keys.
3. The Hirer is to ensure that the premises are used only for the purposes set out in the application. No booking will be accepted for political purposes (except for use as a Polling Station by the local authority). There is to be no subletting. In the case where tables are let to other organisations e.g., for a tabletop sale, a list of those other organisations will be required by the booking secretary before the date of hire.
4. The Hirer is responsible for the safety of those attending the event. The hirer shall be responsible for ensuring that all adults meet child protection & adult safeguarding legislation requirements and that at least 1 adult leader has a current first aid certificate. The PCC accept no liability for injury to persons or property arising from the use of the premises. Hirers are advised to ensure that they have themselves arranged any necessary insurance cover to meet their obligations as organisers of an event / function. Where inflatable or play equipment is to be used, such as 'Bouncy Castles', it is the hirer's responsibility to ensure that appropriate insurance cover is in place to cover the event. Please Note: Only the smallest Bouncy Castle is permitted to avoid ceiling damage.
5. Any accident or incident which requires first aid or medical treatment must be noted on one of the Accident/ Incident Report Forms which hang in the kitchen. The completed form should be returned with the keys on leaving the premises. Please also complete a form to register any first aid equipment used, in order that we can replenish the kit.
6. Children under the age of 12 years must not use the kitchen facilities. Children should NOT be allowed in the garden unsupervised.
7. A 'good order' deposit of £50 is applied in addition to the standard hire charges to cover (wholly or in part) any loss or damage resulting from the misuse of the premises. Where no damage occurs, the 'good order' deposit will be returned once the premises have been inspected after the event. The person in whose name the booking was made will however remain responsible for compensating any additional costs to cover loss or damage to the premises or its contents occasioned by the booking, which may exceed the 'good order' deposit.
8. The Hirer must ensure that no excessive noise emanates from the premises to the annoyance of people living nearby, consideration regarding noise and inconvenience should be given to local residents when parking motor vehicles etc.
9. Money and valuables are brought into the building at their owners' risk and the PCC will not accept liability for any loss or damage.
10. Heating or timer controls must not be altered or interfered with in any way.

11. The hours of hire must be strictly adhered to and may only be extended with the express permission of the booking secretary, however extensions beyond 10pm will not be considered. Premises are not available for New Year's Eve events.
12. The heavy partition doors must only be operated by a trained person. Consult the booking secretary in advance, if these need opening or closing for your hire date.
13. The caretaker, or anyone acting on behalf of the PCC retains the right of entry to the building at all times.
14. Before the premises are vacated, they must be left in the condition in which they were found, and all rubbish is to be removed by the Hirer. An inspection of the premises will be undertaken after each letting. The Hirer will be liable for additional charges if an excessive amount of time is required to clean the premises after an event, or if the heating or lights are left on, or taps are left running or for any rubbish that is left that requires disposal.
15. **SMOKING:** Hirers are reminded that legislation prohibits smoking anywhere within our premises.
16. **EMERGENCY REQUIREMENTS:** To conform to Fire Safety recommendations:
 - A. The Hirer / users must ensure that the total number of persons present at any one time is restricted to ONE HUNDRED (100).
 - B. Hirers are to ensure that they are fully conversant with the location of emergency equipment, i.e., Fire extinguishers, first aid kit and that they know of the location of all emergency exits and that this information is made known to all attending their event / function.
 - C. When the number of persons present totals from SIXTY (60) upwards to the maximum ONE HUNDRED (100) the exit door (i.e., the front entrance door) must be kept secured in the open position. Encumbrance of Lobby: To facilitate evacuation, the entrance lobby must be kept clear of any obstruction, e.g., baby buggies and the like, at all times.
 - D. There are no public telephone facilities on our premises; it is recommended therefore that the Hirer carries a suitably charged mobile telephone for use in an emergency.
17. **INTOXICATING LIQUOR** Neither St Leonard's Church nor St Luke's Church are licensed for the sale of intoxicating liquor, nor is the consumption of alcoholic beverages permitted at any booked event taking place on either premises. "Special Occasions" i.e., a toast at say a 25th Anniversary for church members can be referred to the Vicar and Churchwardens for consideration. (Alcoholic beverages won in raffles and tombola's do not require a licence as long as the container is not opened whilst on the premises).
18. **HEALTH AND SAFETY REQUIREMENTS:** All electrical equipment belonging to either premises offered for hire is tested regularly for electrical safety and displays a certified test sticker. Any electrical equipment which is brought into the premises for use during a period of hire is used at the hirer's risk. Such equipment which is used regularly should be PAT tested to meet the required safety standard. It is the responsibility of the hirer to ensure that any Food Safety Requirements are met. Apart from private parties, if refreshments are sold/served to the public then at least one person should hold a Food Safety Certificate. Please ensure that the food monitoring form hung in the kitchen is completed on occasions when food is served. Please refer to www.food.gov.uk or Lewes District Council. For regular hirers, a Risk Assessment should be forwarded to the Bookings Secretary.
19. The Hirer will be wholly responsible for satisfying any conditions imposed by any statute, regulation, by-law or otherwise in respect of any performance or other event which it is proposed to hold on the premises and for obtaining any requisite licence, performing right, copyright or other permission.
20. **STORAGE FACILITIES** Due to the limited space available within the Church, there are no storage facilities currently available.
21. **DISPLAYING NOTICES/POSTERS** Consent to display any notice on our premises is required in advance from The Parish Administrator, Parish Office, St. Luke's Church, 13 Walmer Road, Seaford, East Sussex, BN25 3TH. Posters may be put in the letter box for consideration, preferably 3 weeks in advance.
22. **DOGS** – No dogs are permitted, except trained assistance dogs.

DIOCESAN BISHOP'S DIRECTIONS

REGARDING PLAYS, CONCERTS, AND EXHIBITIONS OF FILMS AND PICTURES IN CHURCHES AND CHAPELS IN ACCORDANCE WITH CANON F16(2)

1. Consents

No concert, play or exhibition shall take place without the consent of the Incumbent or Priest-in-Charge, who must be informed of the nature of the event and provided with a draft programme. In the case of a vacancy in the benefice, the Churchwardens shall consult with the Rural Dean before accepting any event booking.

2. Vacant Benefices

In the case of a vacant benefice the Churchwardens are responsible for ensuring that the provisions of Canon F16 and these general directions are complied with.

3. The Sacred Nature of the Building

The special character of the Church must be respected at all times. Particular care must be taken that the greatest of respect be shown to the font, the altar and the sanctuary.

4. Copyright

No concert, play or exhibition shall take place unless and until all applicable licences have been obtained for the performance of material (whether live or recorded) subject to copyright restrictions.

5. Insurance

No concert, play or exhibition shall take place without the approval of the Parochial Church Council's insurers (which may be given as a general or specific permission) and the requirements of the insurers shall be complied with at all times.

6. Safeguarding

a) No person who is known to be subject to a Relevant Penalty in respect of Relevant Conduct (as defined below) shall be permitted to undertake any of the following roles in respect of a concert play or exhibition in any church or chapel:

i) Director;

ii) Conductor;

iii) Curator;

iv) Soloist; or

v) Actor in a leading role.

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b) A Relevant Penalty means:

i) An unspent criminal conviction (as defined by Rehabilitation of Offenders Act 1974); or

ii) Included on a barred list under the Safeguarding Vulnerable Groups Act 2006; or

iii) A sentence of deprivation or current prohibition under the Clergy Discipline Measure 2003 or the Ecclesiastical Jurisdiction Measure 1963; or

iv) A current suspension under the Clergy Discipline Measure 2003 or the Safeguarding and Clergy Discipline Measure 2016.

c) Relevant Conduct means conduct related to abuse including any offence of a physical or sexual nature (or any other safeguarding matter or failure) of children or vulnerable adults or any offence under the Sexual Offences Act 2003.

d) Any question as to the applicability or interpretation of this direction is to be referred to the Diocesan Safeguarding Officer who shall, following consultation with the Diocesan Registrar, determine the matter.

e) Any person subject to the restrictions set out in paragraph 6(a) who considers that, as regards any specified role, concert, play or exhibition, he or she should not be so subject, may apply to the Diocesan Bishop in writing to request a dispensation from paragraph 6(a) of this direction. The reasons for seeking that dispensation should be explained. Any such

reasoned request shall be determined promptly.

7. Festivals and Series of Performances

All festivals and series of performances organised by external promoters require a Faculty or a Dispensation from Faculty from the Consistory Court of the Diocese.

8. Procedure and Cancellations

All ministers or, as the case may be, Churchwardens or other persons empowered to permit the use of a church or chapel for plays, concerts or exhibitions shall, before granting such permissions, obtain from the applicant confirmation in writing that the applicant has read and understood these directions and that, to the best of the applicant's knowledge, the proposed play, concert or exhibition would not contravene these directions. If, following receipt of such written confirmation, it transpires that the proposed play, concert or exhibition would contravene these directions, permission for that event shall be revoked. In such circumstances, no compensation shall be payable to the applicant and any deposit paid shall be forfeit.

9. Commencement and Review

a) These directions come into effect on 1 July 2024 and apply to all bookings confirmed after that date.

b) These directions shall be reviewed every three years.

The Rt Revd Dr Martin Warner, Bishop of Chichester

28 June 2024

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Appendix – Canon F16

F 16 Of plays, concerts, and exhibitions of films and pictures in churches

1. When any church or chapel is to be used for a play, concert, or exhibition of films or pictures, the minister shall take care that the words, music, and pictures are such as befit the House of God, are consonant with sound doctrine, and make for the edifying of the people.

2. The minister shall obey any general directions relating to such use of a church or chapel issued from time to time by the bishop or other the Ordinary.

3. No play, concert, or exhibition of films or pictures shall be held in any church or chapel except the minister have first consulted the local or other authorities concerned with the precautions against fire and other dangers required by the law to be taken in the case of performances of plays, concerts, or exhibitions of cinematograph films, and the said authorities have signified that the proposed arrangements are a sufficient compliance with the regulations in force as to precautions against fire or other dangers.

4. If any doubt arises as to the manner in which the preceding clauses of this Canon are to be observed, the minister shall refer the matter to the bishop or other the Ordinary, and obey his directions therein.

Before signing, please read Terms and Conditions of Hire and Diocesan Bishops Directions.

IMPORTANT NOTE

**By your signature on the Application to St Luke's Church
you are deemed to have understood and accepted all of the
Terms and Conditions of Hire set out herein
on behalf of yourself and / or your organisation.**

ST LUKE'S CHURCH
SEAFORD
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NAME OF APPLICANT: (Organisation or individual) _____

ADDRESS: _____

POSTCODE : _____ TELEPHONE (incl STD code) _____

MOBILE: _____ E Mail: _____

Person Responsible (if different from above) _____

Date & Time of use:

DATE: _____ FROM: _____ TO: _____

Precise purpose of Hire:

(Hire for political purposes are not accepted nor are those for events incompatible with Church of England teachings)

Approximate Number of people attending: _____ (Maximum Capacity 100)

The dividing doors between the main hall and extension will be left open for each hire, these must only be operated by trained staff to avoid injury or damage. Please inform the Bookings secretary should you require them to be closed for the duration of your hire.

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Hirer's Signature: _____ Date: _____

_____ Secretarial use only _____

PAYMENT RECEIVED: _____

AMOUNT _____ DATE CONFIRMED _____

DEPOSIT RETURNED: _____

AMOUNT _____ DATE CONFIRMED _____

CURRENT HIRE RATES: (Effective 1st January 2025 until further notice)

*£20 per hour (Minimum Hire, 2 hours charge of £40)

*Maximum hire 4 hours for Children's Birthday

Party

*Discounted 'regular booking' 4-hour slot £65, then £20 per hour thereafter (For regular weekly or monthly bookings only).

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The Parish Safeguarding Officer for St Luke's and St Leonard's Church is:

Name: Ruth Saunders

E-mail: Safeguarding@seafordparish.org.uk Tel. No: 07947006895

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12. The heavy partition doors must only be operated by a trained person. Consult the booking secretary in advance, if these need opening or closing for your hire date.
13. The caretaker, or anyone acting on behalf of the PCC retains the right of entry to the building at all times.
14. Before the premises are vacated, they must be left in the condition in which they were found, and all rubbish is to be removed by the Hirer. An inspection of the premises will be undertaken after each letting. The Hirer will be liable for additional charges if an excessive amount of time is required to clean the premises after an event, or if the heating or lights are left on, or taps are left running or for any rubbish that is left that requires disposal.
15. **SMOKING:** Hirers are reminded that legislation prohibits smoking anywhere within our premises.
16. **EMERGENCY REQUIREMENTS:** To conform to Fire Safety recommendations:
 - E. The Hirer / users must ensure that the total number of persons present at any one time is restricted to ONE HUNDRED (100).
 - F. Hirers are to ensure that they are fully conversant with the location of emergency equipment, i.e., Fire extinguishers, first aid kit and that they know of the location of all emergency exits and that this information is made known to all attending their event / function.
 - G. When the number of persons present totals from SIXTY (60) upwards to the maximum ONE HUNDRED (100) the exit door (i.e., the front entrance door) must be kept secured in the open position. Encumbrance of Lobby: To facilitate evacuation, the entrance lobby must be kept clear of any obstruction, e.g., baby buggies and the like, at all times.
 - H. There are no public telephone facilities on our premises; it is recommended therefore that the Hirer carries a suitably charged mobile telephone for use in an emergency.
17. **INTOXICATING LIQUOR** Neither St Leonard's Church nor St Luke's Church are licensed for the sale of intoxicating liquor, nor is the consumption of alcoholic beverages permitted at any booked event taking place on either premises. "Special Occasions" i.e., a toast at say a 25th Anniversary for church members can be referred to the Vicar and Churchwardens for consideration. (Alcoholic beverages won in raffles and tombola's do not require a licence as long as the container is not opened whilst on the premises).
18. **HEALTH AND SAFETY REQUIREMENTS:** All electrical equipment belonging to either premises offered for hire is tested regularly for electrical safety and displays a certified test sticker. Any electrical equipment which is brought into the premises for use during a period of hire is used at the hirer's risk. Such equipment which is used regularly should be PAT tested to meet the required safety standard. It is the responsibility of the hirer to ensure that any Food Safety Requirements are met. Apart from private parties, if refreshments are sold/served to the public then at least one person should hold a Food Safety Certificate. Please ensure that the food monitoring form hung in the kitchen is completed on occasions when food is served. Please refer to www.food.gov.uk or Lewes District Council. For regular hirers, a Risk Assessment should be forwarded to the Bookings Secretary.
19. The Hirer will be wholly responsible for satisfying any conditions imposed by any statute, regulation, by-law or otherwise in respect of any performance or other event which it is proposed to hold on the premises and for obtaining any requisite licence, performing right, copyright or other permission.
20. **STORAGE FACILITIES** Due to the limited space available within the Church, there are no storage facilities currently available.
21. **DISPLAYING NOTICES/POSTERS** Consent to display any notice on our premises is required in advance from The Parish Administrator, Parish Office, St. Luke's Church, 13 Walmer Road, Seaford, East Sussex, BN25 3TH. Posters may be put in the letter box for consideration, preferably 3 weeks in advance.
22. **DOGS** – No dogs are permitted, except trained assistance dogs.

DIOCESAN BISHOP'S DIRECTIONS

REGARDING PLAYS, CONCERTS, AND EXHIBITIONS OF FILMS AND PICTURES IN CHURCHES AND CHAPELS IN ACCORDANCE WITH CANON F16(2)

1. Consents

No concert, play or exhibition shall take place without the consent of the Incumbent or Priest-in-Charge, who must be informed of the nature of the event and provided with a draft programme. In the case of a vacancy in the benefice, the Churchwardens shall consult with the Rural Dean before accepting any event booking.

2. Vacant Benefices

In the case of a vacant benefice the Churchwardens are responsible for ensuring that the provisions of Canon F16 and these general directions are complied with.

3. The Sacred Nature of the Building

The special character of the Church must be respected at all times. Particular care must be taken that the greatest of respect be shown to the font, the altar and the sanctuary.

4. Copyright

No concert, play or exhibition shall take place unless and until all applicable licences have been obtained for the performance of material (whether live or recorded) subject to copyright restrictions.

5. Insurance

No concert, play or exhibition shall take place without the approval of the Parochial Church Council's insurers (which may be given as a general or specific permission) and the requirements of the insurers shall be complied with at all times.

6. Safeguarding

a) No person who is known to be subject to a Relevant Penalty in respect of Relevant Conduct (as defined below) shall be permitted to undertake any of the following roles in respect of a concert play or exhibition in any church or chapel:

i) Director;

ii) Conductor;

iii) Curator;

iv) Soloist; or

v) Actor in a leading role.

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b) A Relevant Penalty means:

i) An unspent criminal conviction (as defined by Rehabilitation of Offenders Act 1974); or

ii) Included on a barred list under the Safeguarding Vulnerable Groups Act 2006; or

iii) A sentence of deprivation or current prohibition under the Clergy Discipline Measure 2003 or the Ecclesiastical Jurisdiction Measure 1963; or

iv) A current suspension under the Clergy Discipline Measure 2003 or the Safeguarding and Clergy Discipline Measure 2016.

c) Relevant Conduct means conduct related to abuse including any offence of a physical or sexual nature (or any other safeguarding matter or failure) of children or vulnerable adults or any offence under the Sexual Offences Act 2003.

d) Any question as to the applicability or interpretation of this direction is to be referred to the Diocesan Safeguarding Officer who shall, following consultation with the Diocesan Registrar, determine the matter.

e) Any person subject to the restrictions set out in paragraph 6(a) who considers that, as regards any specified role, concert, play or exhibition, he or she should not be so subject, may apply to the Diocesan Bishop in writing to request a dispensation from paragraph 6(a) of this direction. The reasons for seeking that dispensation should be explained. Any such

reasoned request shall be determined promptly.

7. Festivals and Series of Performances

All festivals and series of performances organised by external promoters require a Faculty or a Dispensation from Faculty from the Consistory Court of the Diocese.

8. Procedure and Cancellations

All ministers or, as the case may be, Churchwardens or other persons empowered to permit the use of a church or chapel for plays, concerts or exhibitions shall, before granting such permissions, obtain from the applicant confirmation in writing that the applicant has read and understood these directions and that, to the best of the applicant's knowledge, the proposed play, concert or exhibition would not contravene these directions. If, following receipt of such written confirmation, it transpires that the proposed play, concert or exhibition would contravene these directions, permission for that event shall be revoked. In such circumstances, no compensation shall be payable to the applicant and any deposit paid shall be forfeit.

9. Commencement and Review

a) These directions come into effect on 1 July 2024 and apply to all bookings confirmed after that date.

b) These directions shall be reviewed every three years.

The Rt Revd Dr Martin Warner, Bishop of Chichester

28 June 2024

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Appendix – Canon F16

F 16 Of plays, concerts, and exhibitions of films and pictures in churches

1. When any church or chapel is to be used for a play, concert, or exhibition of films or pictures, the minister shall take care that the words, music, and pictures are such as befit the House of God, are consonant with sound doctrine, and make for the edifying of the people.

2. The minister shall obey any general directions relating to such use of a church or chapel issued from time to time by the bishop or other the Ordinary.

3. No play, concert, or exhibition of films or pictures shall be held in any church or chapel except the minister have first consulted the local or other authorities concerned with the precautions against fire and other dangers required by the law to be taken in the case of performances of plays, concerts, or exhibitions of cinematograph films, and the said authorities have signified that the proposed arrangements are a sufficient compliance with the regulations in force as to precautions against fire or other dangers.

4. If any doubt arises as to the manner in which the preceding clauses of this Canon are to be observed, the minister shall refer the matter to the bishop or other the Ordinary, and obey his directions therein.

Before signing, please read Terms and Conditions of Hire and Diocesan Bishops Directions.

IMPORTANT NOTE

**By your signature on the Application to St Luke's Church
you are deemed to have understood and accepted all of the
Terms and Conditions of Hire set out herein
on behalf of yourself and / or your organisation.**