

THE PRIORY CHURCH OF ST MARY & ST BLAISE

Priest-in-Charge: The Revd. Dominic Keech, The Priory Vicarage, Church Lane, Boxgrove, Chichester, PO18 0ED

Email: bookings@boxgrovepriory.co.uk

www.boxgrovepriory.co.uk

Hire Agreement

Please complete only the sections relevant to the space(s) you are hiring.

Please tick all that apply: ☐ Priory Church ☐ St Blaise Centre ☐ Kitchen

SECTION 1 – HIRER DETAILS (All Hirers Must Complete)

Organisation Name	
Charity / Company Number (if applicable)	
Contact Name	
Address	
Booking and Invoicing Email	
Telephone / Mobile	

SECTION 2 – EVENT DETAILS (All Hirers Must Complete)

Event Description	
Private or Public Event	
Will admission be charged? (Yes/No)	
Expected Maximum Attendance	
Access Required From (Date/Time)	
Fully Vacate By (Date/Time)	
Contact details of your representative on the day, if different from above	

SECTION 3A – PRIORY CHURCH REQUIREMENTS (Complete if hiring the Priory)

Organ Required (Subject to Approval) Note no organist provision	
Will Alcohol Be Sold or Supplied? (If yes, licence conditions apply to both premises)	
I confirm that I have read and will comply with the Alcohol Compliance Requirements.	Signed:
Number of Stewards Provided (See Stewarding requirements below)	

SECTION 3B – ST BLAISE CENTRE REQUIREMENTS (Complete if hiring the Hall)

Will Food Be Prepared On Site?	
Will Alcohol Be Sold or Supplied? (If yes, licence conditions apply to both premises)	
I confirm that I have read and will comply with the Alcohol Compliance Requirements.	Signed:

SECTION 4 – STANDARD HIRE RATES

Facility	Description	Rate
St Blaise Centre	Hourly Rate	£12.50 per hour
St Blaise Centre & Kitchen	Hourly Rate	£25.00 per hour
Priory Church	Fixed Day Rate outside of Daily Mass time.	£400.00
Use of Priory Organ	By prior arrangement only	£50.00

£50 refundable deposit required for first-time hirers.

Final Agreed Hire Fee: £_____

TERMS AND CONDITIONS OF HIRE

Part 1 – General Conditions (All Hirers)

1. The PCC reserves the right to accept or refuse bookings.
2. The Hirer must comply with all health and safety legislation and undertake a suitable risk assessment.
3. The Hirer must hold public liability insurance with a minimum indemnity of £5 million.
4. The Hirer indemnifies the PCC against all claims arising from the event except where caused by PCC negligence.
5. The premises must be left clean, tidy and in the same condition as found. All waste must be removed from site unless otherwise agreed.
6. The premises are strictly non-smoking.

The premises operate under Premises Licence No. 3815/09/01684/LAPRE granted by Chichester District Council under the Licensing Act 2003.

Where alcohol is sold or supplied, the Hirer must comply with all mandatory conditions and operating schedule conditions attached to the Premises Licence. A copy of the Premises Licence is available on request.

Alcohol sales must not take place outside the hours permitted by the Premises Licence.

All alcohol sales or supply on the premises (Priory Church or St Blaise Centre) must comply with the conditions of the PCC's Premises Licence and prior notification must be provided to the Booking Manager.

7. Cancellation terms: 28+ days – deposit refunded; 14–28 days – 50% payable; under 14 days – full fee payable.
8. The PCC may cancel bookings required for church purposes or due to circumstances beyond its control.

ALCOHOL COMPLIANCE REQUIREMENTS (Forming Part of This Agreement)

1. An age verification policy must be operated where alcohol is sold, requiring photographic ID for any person who appears to be under 18 years of age.
2. Free tap water must be provided on request to customers where alcohol is supplied.
3. Alcohol must only be supplied for consumption on the premises and within authorised hours.
4. Hirers must ensure compliance with all statutory requirements relating to the sale of alcohol, including prevention of sales to minors.

Part 2 – Additional Conditions: Priory Church

Maximum occupancy: 240 persons (seated and standing combined unless otherwise agreed in writing). This limit must not be exceeded under any circumstances.

1. Stewarding ratio minimum 1 steward per 50 attendees.
2. Fire exits and aisles must remain unobstructed.
3. Alcohol sales must comply with Premises Licence conditions.
4. No furniture may be moved without prior approval.
5. Noise levels must not cause nuisance to local residents.

Part 3 – Additional Conditions: St Blaise Centre & Kitchen

Maximum occupancy: 100 persons. This limit must not be exceeded under any circumstances.

1. Kitchen facilities must be left clean and hygienic.
2. Hirer responsible for food safety compliance where applicable.
3. Furniture must be returned to original layout.
4. Noise levels must not cause nuisance to local residents.

PAYMENT DETAILS

Bank: CAF Bank Ltd

Account Name: The Priory Church of St Mary and St Blaise

Sort Code: 40-52-40

Account Number: 00016917

Cheques payable to: 'The Priory Church of St Mary and St Blaise' & sent to the Treasurer;

Barton House, 34 Priors Acre, Boxgrove, Nr Chichester, West Sussex, PO18 0ER

SCHEDULE C – OPERATIONAL REQUIREMENTS (Forming Part of This Agreement)

1. Parking & Traffic Management

Limited parking is available on the north side of the Church in the English Heritage car park. This area may only be used for a maximum of 10 vehicles, for loading/unloading and for vehicles displaying a valid disabled badge.

All remaining attendees must be directed to use the public parking and not park at the Church. There is limited parking at the Village Hall on the opposite side of 'The Street' but DO NOT USE the spaces marked "VH". For concerts and similar events, there must be one parking steward per 50 tickets sold (or part thereof).

2. Stewarding Requirements

For events held in the Priory Church, there must be a minimum of one steward per 50 attendees (or part thereof). Stewards must be clearly identifiable and responsible for audience supervision.

3. Concert & Public Event Requirements

Where alcohol is sold or consumed in the Church or St Blaise Centre (or their curtilage), the Hirer must ensure full compliance with the conditions of the PCC's Premises Licence, including compliance with laws relating to the sale of alcohol to minors.

The Hirer must ensure adequate control of entry and supervision of attendees before, during, and after the event.

4. Heritage & Fabric Protection (Priory Church Only)

The Priory Church is a historic and consecrated building. No fixtures, fittings, furniture, or fabric may be moved, altered, fixed to, or interfered with without prior written approval.

The Hirer is responsible for reporting and paying for any damage occurring during the hire period.

FOR ADMINISTRATION USE ONLY

Approved on behalf of PCC on (date)	
Approved by (name)	
Agreed Price	£
Event Recorded in Booking Diary (date)	
PCC Treasurer Advised (date)	
Event Invoiced / Payment Received (dates)	

DOCUMENT CONTROL

Document Title: The Priory Church of St Mary & St Blaise, Boxgrove. Hire Agreement

Version: 1.6

Effective Date: January 2026

Registered Charity Number: 1131214

The PCC reserves the right to levy a reasonable cleaning or reinstatement charge where the premises are not left in an acceptable condition. Such costs may be deducted from any deposit held and/or invoiced to the Hirer.

The Hirer shall comply with the Regulatory Reform (Fire Safety) Order 2005 and any fire safety instructions issued by the PCC. Fire exits, emergency routes and fire doors must be kept clear and unobstructed at all times and fire doors must not be wedged open.