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The Cathedral Church of St Woolos is a registered charity No. 1133935

HIRING FEES 2023/24

	Hourly	Half Day	Full Day
Cathedral	From £80	From £350	From £600
Hall	£40	£175	£300
Cathedral + Hall	£100	£450	£800
Tea/coffee/biscuits	£1.50 per head		
Use of organ/piano	Free		
Stewards x 2	£100 per event		
Please note; Hourly fee charged if the event runs after 10pm			

Discounted rates may be offered to small community groups. Please contact the Cathedral Office (above) for more information.

Terms and conditions

For the purposes of these conditions, the term Hirer shall mean individual Hirer or, where the Hirer is an organisation, the authorised person.

Deposit

A deposit of 25% of the fee is required to secure the booking. Or a deposit of £150 if there are no details yet available of event to enable costings. If the deposit is not received within 7 days of invoicing, the slot will be released. If the booking is cancelled by the Hirer, in writing at least two weeks prior to the date of hire, then the deposit may be returned. The full fee is payable on or prior to, the day of hire, or, if agreed, within 14 days of receipt of an invoice from Newport Cathedral.

Supervision

The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents: their care, safety from damage (however slight) or change of any sort; and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the highway and neighbouring private parking spaces. The Hirer shall ensure that no activities shall take place that would be offensive to the Church, particularly anything associated with the occult.

Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any

unlawful purpose or in any unlawful way nor to do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

Licenses

The Hirer shall be responsible for obtaining such licences under the Licensing Act 2003 as may be needed whether for the **sale or supply of alcohol** or for supplying or **performing music** or other entertainment. If you do not have a PRS (Performing Rights Society) licence and we are charged for the fee, please note we will charge you for this after the event. Please bring a copy with you on the day of the event.

Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. The Hirer shall make all users aware of the fire exits and where to meet in the event that the building has to be vacated. In such circumstances, users should leave the building as quickly as possible without stopping to gather personal belongings.

Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations, including Allergen rules regulations and making documentation of ingredients available.

Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe and proper manner.

Indemnity

The Hirer shall indemnify the Cathedral for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building that may occur during the period of the hiring as a result of the hiring or for any failure to secure any licenses referred to in section 3 or other statutory requirements.

The Hirer shall be responsible for **making arrangements to insure against any third-party** claims that may be made against him or her (or the Organisation if acting as a representative) arising out of negligence while using the building.

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public, as soon as possible, to the person locking the premises at the end of the hire or to the Dean. Any failure of equipment whether belonging to the premises or brought in by the hirer must also be reported as soon as possible.

Animals

The Hirer shall ensure that no animals (including birds), except Guide Dogs for the Blind or Hearing Dogs for the Deaf, are brought into the premises unless special permission is given.

Compliance with The Children Act 1989 and the Church in Wales Child Protection Policy

The Hirer shall ensure that any activities for children comply with the Children Act 1989 and the provisions of "Children and Young People", a Code of Practice for use by Parishes in the Church in Wales.

Cancellation

The Cathedral reserves the right to cancel the hiring event in unforeseen circumstances but shall provide such notice as is reasonable and the Hirer shall be entitled to a refund of any payment already paid.

End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions must be properly replaced. All rubbish should be removed from the site. A charge may be made in default.

Noise

The Hirer shall ensure that minimum noise or disturbance is caused to neighbours. Users should be asked to leave the premises quietly and with respect for neighbours.

Termination of Hiring Agreement

Where a hiring continues from week to week, each party can terminate the agreement by serving one month's notice upon each other except, where there is a breach of any of the terms within this hiring agreement, the agreement may be terminated immediately.

Signed.....

Print Name.....

Date.....

Email.....

Position.....

Please return a signed copy of this agreement together with your completed Booking Form.