

Procedure for organising a Church event.

1. Check with Office to ensure that the proposed date/venue is free. Discuss with administrator whether it can be provisionally booked.
 - (If booking church for an event that will require toilet facilities in the church hall ensure there are no bookings involving under 18s booked into the hall as this is a safeguarding issue as church hall will also need booking for the duration the public are to have access)
2. Write a brief proposal document for the event and submit it for approval at DCC. Please present in a timely manner. (DCC meet monthly 2nd Monday of month)
 - Send to pcc-secretary@stpaulsweb.org.uk
 - Include rationale for holding event, target demographic, person power required, will it require mission funding or will be self funding etc
3. Once approval given book venue with Office. (If hall toilets required book church hall)
4. Ensure that someone is appointed to be responsible for undertaking a Risk Assessment. Forms available from Administrator or Wardens. Submit to riskassessment@stpaulsweb.org.uk
5. Investigate whether a Temporary License for Alcohol or Music is required. (See Wiltshire Council website)
6. Appoint at least 3 stewards (one for each fire exit) as Fire Stewards for the event. These people should have access to Fire Box (kept in Janitor Cupboard) and be conversant with church Fire procedure policy (on laminated sheet in Fire Box and in Health and Safety file in Office)
7. Appoint someone to be responsible for phoning the Emergency Services in the unlikely event that this is needed
8. If serving homemade cakes ensure that a list of all ingredients are available for each cake for public to make informed decision about allergy risk.
9. Ensure that Bell tower and Upper room are locked during the event if being held in church. If needed for event then authorised people only to have access and it is the responsibility of the organiser to ensure this happens and that Fire warning can be given.
10. Ensure that no activities are able to cause a blockage to a fire exit (ie any Bar area is positioned at least 4m from exit)
11. Ensure that all fire exits are open and accessible during the event.
12. Ensure that any furniture from Halls used during event is returned to Hall.
13. Ensure that venue is clean and tidy and all rubbish removed at the end of the event