

Event Booking Form 2026

And conditions for hiring church premises

Rates valid for hires occurring up to the end of 2026 (Issue 1)



St James's Church is pleased to make its buildings available for community use. As well as the church itself, there are two halls and a kitchen, and the churchyard can be used for outdoor activities. Photos are available on our website: <http://www.stjamestaunton.org/hall-hire>.

There is level access through most of our premises (except for the chancel – ramps available). There is a wheelchair-accessible WC. A hearing-aid loop system is installed in the church. Our Disability Access Statement is available at <https://stjamestaunton.org/reports-and-policies>.

Booking Instructions

1. Make a provisional booking by calling our Administrator on 01823 272931 or by emailing info@stjamestaunton.co.uk or call in at the office on Monday, Tuesday or Wednesday (10:00 to 14:00) to discuss your requirements and view the rooms.
2. Email or post a completed booking form to our Administrator. Make sure that you ask for all of the rooms you require. Book for the total period of occupation, including preparation, rehearsal and clearing up time.
3. Make sure that the person who is in charge of the practical arrangements for your event has a copy of the form. For large concerts, we strongly recommend that this is someone other than the person in charge of the music or performers, as there may be too much for one person to do
4. NB: we reserve the right to refuse requests for bookings where the proposed activity is incompatible with our stated aims under charity law. This may include events that involve gambling, or are associated with other religions, or are of a party political nature.

The Church Administrator
St James's Church Office
St James Street
Taunton TA1 1JS

Changes to Bookings

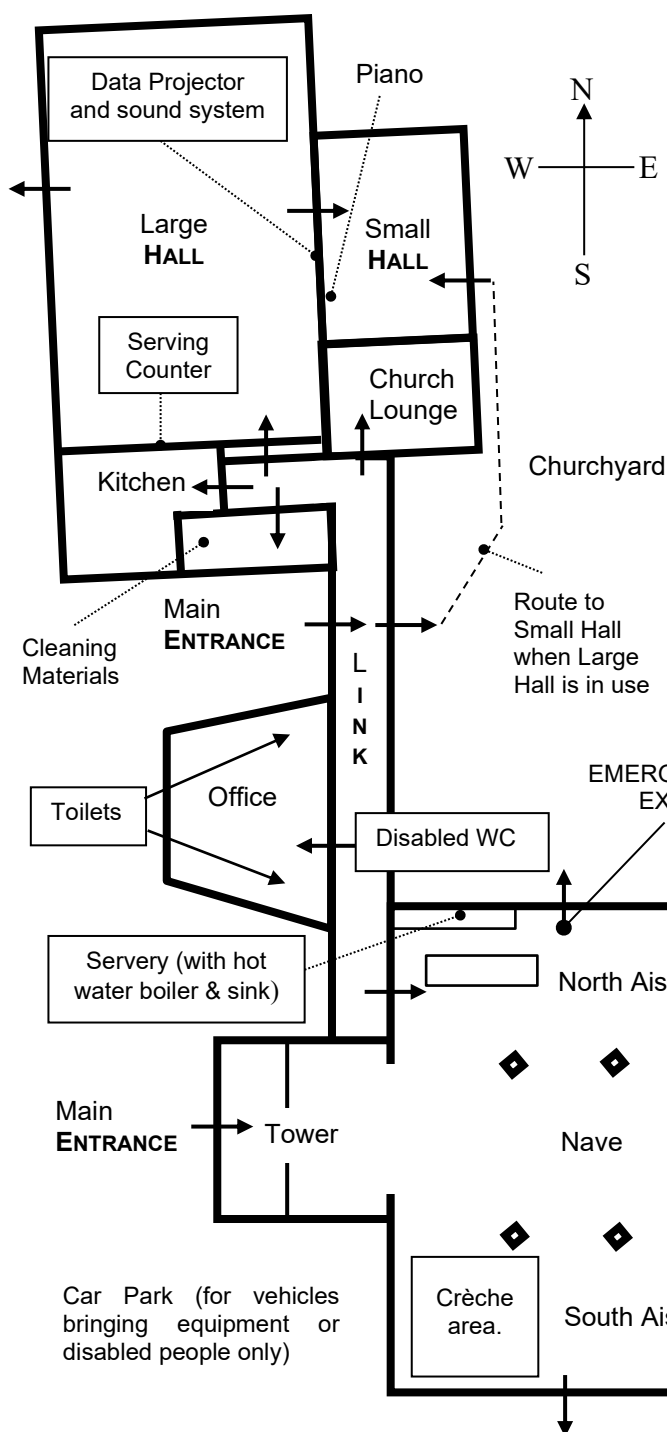
5. Please advise us promptly if you need to alter the start or end times of your booking. Check <https://stjamestaunton.org/calendar> to see other bookings that may impact on yours.
6. We will honour bookings made up to three months in advance, but reserve the right to cancel bookings that are for dates further ahead. Where possible we will offer alternative dates or times. For regular or concert bookings we will discuss implications and options with hirers.
7. We reserve the right to cancel any booking in exceptional circumstances.

Charges

Large Hall	Capacity 120 seats or 100 at tables. Data projector and sound system	£19 per hour
Small Hall	Capacity 40 seats or 25 around a table	£14 per hour
Church	Capacity around 200 seated with reasonable sight lines, plus a further 150 with restricted view. Servery with hot water boiler.	Non-profit or charity hires £24 per hour Commercial hires £48 per hour + £75 per day if heating used
Lounge	For groups up to around 10. Not for regular hire. One-off meetings only.	£14 per hour
Kitchen	This is a shared space and may be used by groups in other rooms or the church. There is no charge when used for preparing drinks and unheated snacks. A donation to cover gas costs would be appreciated if the cooker is used. If you wish to prepare meals, please book both the Large Hall and Small Hall. This will enable you to better control access to the kitchen for food hygiene purposes.	

Charges for stewards and operators are shown on the booking form at the end.

DETAILS OF THE PREMISES



Dimensions			Length	Width
Large Hall (from north wall to kitchen)			15.3m	9.1m
Small Hall			7.8m	4.8m
Nave and both Aisles			22.8m	18.0m
Chapel			9.2m	5.2m
Chancel			13.2m	5.7m
(a) Chancel - from top step in Nave to first step at east end			9.7m	
(b) First step to E end of Nave			4.3m	
(c) First step in Nave to top step			2.3m	
Widths	Chancel arch	5.1m	Pillar spacing: Eastern arch 5.8m Other arches 4.0m	
	Nave	6.0m		
	N Aisle	5.0m		
	S Aisle	5.1m		
1 metre = 3.28 feet				

Musicians please note: the chancel arch attenuates the sound from instruments or voices placed behind it.

Ramps are available for the steps.

Furniture in the Large Hall and the Small Hall	No.	Furniture in the church There are no pews in the church.	No.
Adult chairs, grey. Stack up to 18 on trolleys.	130	Wooden chairs, mustard	176
		Wooden chairs, cream	45
Large tables 1850 x 690mm	8	Large tables 1850 x 690mm and 1850 x 760mm	12
Small tables 1220 x 610mm	8	Small tables 1220 x 610mm	2
Low children's tables 1100 x 550mm	9	Wooden tables 1060 x 680mm.	3
Low children's tables, octagonal (in two halves)	4	Low children's tables, 1100mm diameter	3
Children's chairs (two sizes)	38	Children's chairs	18

Furniture may be moved between the halls and the church by prior arrangement.

Normally, it should be possible to move up to 60 chairs from the halls to the church without impacting events in the halls.

Conditions of hire

Insurance

St James Church's insurance covers the church for its own activities and for any incident arising due to defects in the building and its fittings and fixtures. The cover afforded to hirers depends on the type of hire.

Individuals

Individuals organising private (i.e. not open or advertised to the general public) non-hazardous events (e.g. parties) are covered by the church's insurance for a maximum of three hires per annum per hirer.

Please note the caveats below concerning such equipment as bouncy castles, and the services of caterers. You may wish to check that your suppliers are covered by their own insurance.

Organisations

Our insurers advise us as follows:

Outside organisations whose activities are not directly under the control of the PCC should arrange Liability insurance with their own insurers in respect of their legal responsibilities in connection therewith. They should acknowledge that it is their responsibility to indemnify the PCC, including against claims arising from third parties, and should confirm that they carry Liability insurance with a public liability limit of a least £2,000,000.

Organisations include commercial companies, societies and charities. We expect all hirers to have their own insurance to cover the full range of activities they undertake, including activities that take place on other premises, and most such insurance is likely to cover public liability to the amount stated. You are advised to check this.

Please provide a photocopy of your current insurance document with each booking. Your signature on the booking form will be taken as acknowledgement that you are responsible for insuring your activities. (Regular hirers may provide a single copy to cover all hires in its period of cover.)

Obtaining cover from the church's insurers

Should you not fall into one of the above categories, it may be possible to extend the church's insurance to cover you. Our insurers advise (as of 2014):

We are conscious that on occasions to make a requirement of liability insurance being in force could hinder the work of outreach and the use of the premises as a resource for the wider community. In response we are prepared on request to extend our Church Liability policies at an additional annual premium of £100 per group. This extension provides the essential cover, but the provisos place limitations which we feel to be reasonable and of which careful note should be taken. Each group would need to be named.

The most we will pay under this extension inclusive of all damages costs and expenses is £2,000,000 for any one event.

We will not provide an indemnity in respect of (a) liability incurred in respect of accidents away from the hired premises; (b) liability arising out of food and drink supplied by a professional caterer; (c) liability arising out of the use of bouncy castles or other inflatables, fly walls, bungee equipment or any similar activity equipment; (d) liability arising from bonfires and fireworks; (e) liability arising out of any organised sports activities; (f) liability arising out of any other activity of a hazardous nature; (g) liability assumed by agreement unless liability would have attached without such agreement; (h) liability which is insured elsewhere under any policy.

If you wish to be added to the church's insurance policy, please ask the church administrator. You will, of course, be required to pay the insurance premium.

Safeguarding

The Diocese of Bath and Wells requires that hirers of church premises operate a safeguarding policy where activities are provided for children or vulnerable adults without a parent or carer present. The responsibility for operating the safeguarding policy rests with the hirer, not with the church.

For regular bookings, the church's Safeguarding Officer will provide further information, assess whether the hirer's safeguarding practice is adequate, and have sight of Disclosure and Barring (DBS) Certificates to check that they are up to date. A copy of the church's Safeguarding Policy may be provided, where the hirer's organisation does not have one of their own; however, the church is not able to process applications for DBS certificates for other organisations.

For one-off bookings, it will usually be impractical to apply the church's Safeguarding Policy in full. Hirers running activities such as children's parties should ensure that there is an appropriate ratio of adults to children. Hirers running events that are open to the public, such as concerts, are not expected to make provision for vulnerable adults who may attend without a carer present, unknown to the organisers.

Conditions of Hire (continued) and other information

Alarm System	If the security alarm is activated, call one of the numbers listed on the notice in the corridor.
Alcohol	Alcohol may be consumed on the premises at the church's discretion. It is the responsibility of hirers to obtain a Temporary Event Notice (TEN) from Somerset Council (cost £21 as of 2024). The person who submits the TEN application should be the person in control of selling the alcohol.
Animals	Only official, registered, assistance dogs are allowed into any of our buildings at any time. They are to be kept under control at all times and are not to be taken into the crèche, the servery or the kitchen.
Audio-visual equipment	Unlock the smaller cupboard in the Large Hall (same key as the hall), and follow the instructions for the Wireless Internet, the data projector and the sound system. Please let us know if you would like to arrange a prior visit to check that your equipment connects correctly.
Ball games	The use of hard balls is prohibited indoors. Soft balls (e.g. made of foam) may be used.
Cancellations	Cancellations may be made at any time. A donation to cover administration costs would be appreciated.
Car Parking	Hire of rooms does not guarantee car parking for people attending an event. TWO vehicles may be parked on site for meeting organisers. You may use our cones to mark off bays if required.
Children	The top bolt on the door from the corridor to the car park allows adults to come and go but is out of reach of young children. Children must be closely supervised when in the kitchen. (See also under <i>Churchyard</i> .)
Churchyard	Anyone using the churchyard is recommended to search the perimeter for needles, etc. Children's events should not extend beyond the central pathway, to respect the privacy of the residents of the almshouses and to discourage children from venturing towards the street entrance.
Damage	ALL DAMAGE TO PREMISES OR EQUIPMENT MUST BE REPORTED AT ONCE IF IT AFFECTS SECURITY, otherwise within 48 hours. Breakages must be paid for. Note that the gas fires and guards in the Large Hall must not be used as seats. The church is not responsible for loss or damage to the equipment or property of the hirers. The church reserves the right to charge a deposit against damage.
Emergencies	See the notices regarding the action to be taken in case of fire. You should familiarise yourself with escape routes.
Equipment	Church equipment (electrical and other) is inspected on an annual basis. It may be used with permission, but the hirer is responsible for any further safety checks that they may deem necessary. The hirer is responsible for carrying out safety checks on any equipment brought onto church premises.
Fly posting	This is illegal and the church neither condones nor accepts any responsibility for fly posting. Any reported fly posting will result in cancellation of the booking and refusal of any future requests for bookings.
Food Hygiene	The church is not licensed for the preparation of food for public consumption. Any requirement to prepare heated food on church premises should be discussed with the Church Administrator, who may refer you to our catering coordinator for further advice on the use of the kitchen.
Furniture	If you move furniture in the church, arrange for someone to note its position before moving it, so that it can be returned to the correct place afterwards.
Keys	A charge will be made for the replacement of lost keys. The church reserves the right to charge a deposit for keys.
Kitchen	The kitchen must be left clean after all events and crockery and utensils put away in the labelled places. All spillages must be cleared away. No food or food waste is to be left behind. Be aware of potential noise intrusion on activities in the Large Hall. If this happens, the shutter can be lowered, or we can ask other groups to obtain their refreshments at a specific time.
Leaving time	The premises shall be vacated by the agreed time. Latest vacation time is 23:00, unless agreed otherwise.
Lounge	The church lounge is not hired separately. Please enquire if you are hiring a hall or the church and would like to make use of it (e.g., as a breakout room.)
Noise	There is generally no problem with noise from events on church premises, but please consider the proximity of the almshouses in St James Close (at the east end of the churchyard) if an event is due to finish late in the evening. Hirers requiring quiet should check if there are special events planned at the adjacent Cricket Ground.
Rubbish	Please take all rubbish away with you , as we do not have the capacity to store it. Small amounts of non-food waste may be left in the bins. If you need to replace the sack, a roll is kept in a drawer near to the bin. No excess articles after sales etc. are to be left on the premises. The church reserves the right to charge a fee if rooms are left in an unreasonable state.
Servery (in church)	Please provide your own consumables and disposable cups. If you wish to use any other church crockery, cutlery, etc, please ask.
Storage	No storage space is available on the premises except by prior permission. Any requirement to leave equipment overnight should be recorded on the booking form.
Toys	The use of the toys in the storeroom is not included in this hire agreement. This is because of insurance issues in case of accidents, and the difficulty of monitoring the condition and cleanliness of the toys.

Event Booking Form 2026

St James Church Taunton

1. The Event		Please complete a separate form for each day of hire if times and requirements vary (e.g. for rehearsals).	
Date of the event:	Time of the event:	Approximate no. of people Performers: Audience:	
Arrival (unlocking) time:	Departure (locking up) time:		
Name of the group making the booking:			
Title or description of the event:			
We have our own insurance and enclose a photocopy of our current insurance certificate (please tick)			
We WILL be providing activities for unaccompanied children or vulnerable adults (please tick)			
2. Premises Required (indicate the times you require each room)			
Church from: to:	Large Hall from: to:	Small Hall from: to:	Lounge from: to:
Kitchen: Yes / No (NB: shared facility)			
Do you need to set up the night before? We can accommodate without charge if other bookings allow. Yes / No			
3. For events in the church only (ignore if you are booking the halls)		Please tick	Fee
Heating in winter. (The church is otherwise maintained at 15°C.)			£75 / day
Steward for unlocking and locking (Mandatory for events with over 100 people present – for preparing emergency exits, etc.)			£26
Steward present all of the time			£39 for the first three hours, £13 for each subsequent hour
Sound operator* for a microphone for announcements			
Sound operator* for more extensive use of the sound system			
*Please state the time you need the sound operator to arrive:			
Staging: we would appreciate a donation appropriate to the amount used (e.g. £5 per block):		Donation:	
Do you need to access the boiling water dispenser in the servery?			No fee
Do you need the projector screen to be taken down?			
Do you need to use the Clavinova (electric piano) or the organ?		Clav: Org:	
4. Key Collection This is for any event in the halls. For the church only if fewer than 100 people will be present.			
Please come the week before if you can. Please state when you wish to do this: 10-2 Monday, Tuesday or Wednesday.		Date:	
5. Contact Details (please print)		The name of the person who will be responsible for the practical arrangements - collecting keys, unlocking, moving furniture, clearing up, etc.	
Name:		Email to which the invoice should be sent, if different.	
Address:			
Telephone/mobile number(s):			
Email:			
Signature:		I accept the Conditions of Hire.	Date:

Please note: if the premises are not left clean and as found, a fee will be applied for cleaning and/or returning the furniture to how it was when you arrived.

Please provide any further information on the reverse of this form.