



SERVICE BOOKING FORM

The CCT is responsible for the upkeep and maintenance of the buildings in our care and income from services plays an essential role in helping us to fund this work. By using this church, you are supporting our vital conservation work and helping us save these important buildings for future generations.

This booking form can be used for all ecclesiastical services. Please note that your booking remains provisional until you have returned the completed form, paid the appropriate fee (where relevant) and received confirmation from the local Incumbent that they are happy for the service to take place. If you wish to cancel a booking please let the CCT know as soon as possible.

A. APPLICANT DETAILS

Name/s (contact Name):
Organisation (if applicable):
Address:
Telephone Number:
Email Address:
Website Address (if applicable):

B. SERVICE DETAILS

Service type and description:
Date(s) and time of Event(s):
Church venue:
Estimated number of attendees:
Are extra days/half-days required before/after the event to set up/dismantle, or for rehearsals? If so, please give details and note that extra charges may apply:
If you are able to help put Gift Aid envelopes out on pews before the service to maximise the funds available for our conservation work, please confirm where you would like these to be sent:

C. WEDDING LEGAL ARRANGEMENTS

The Church of England has a very useful website containing lots of helpful advice on planning your magical day

www.yourchurchwedding.org/

CCT churches are not normally used for weddings and blessings, unless there is a specific family connection to the relevant church. A Special Licence from the Archbishop's office will be required, together with agreement from the local incumbent.

Information regarding the special licence can be found here: www.facultyoffice.org.uk/special-licences/.

Please provide the name and contact details of the person who will be performing the service

Name:

Telephone number:

Email address:

FOR FULL MARRIAGES ONLY

Have you, or the local incumbent on your behalf, applied for a **special marriage license** from the Archbishop's office?

YES / NO

Confirmation that you have been granted a special marriage license is required to be sent to the CCT.

YES / NO

We can provide a letter in support of your application. Please let us know if this would be helpful.

D. FEE DETAILS – invoices will be sent to the applicant by post

CHARGES	Fees Payable to the CCT (all other charges will need to be discussed with relevant PCC)	Tick	PAYMENT ARRANGEMENTS
Wedding	£550	☐ ☐ ☐	Please let us know once you have been granted the Special License. Full amount will be invoiced at this stage and payment in full is required to secure the booking. By way of thanking you for booking a wedding at one of our churches we can offer (please tick): ✓ Free CCT supporters membership for a year ✓ 20% discount from any Champing™ booking https://www.champing.co.uk/. We will send you the discount code upon receipt of the completed form. <i>Why not spend the night with us and discover more of our wonderful churches</i>
Blessing	£550	☐ ☐ ☐	Full amount to be invoiced upon booking By way of thanking you for booking a wedding at one of our churches we can offer (please tick): ✓ Free CCT supporters membership for a year ✓ 20% discount from any Champing™ booking https://www.champing.co.uk/. We will send you the discount code upon receipt of the completed form. <i>Why not spend the night with us and discover more of our wonderful churches</i>

Renewal of Vows	£350	☐	Full amount to be invoiced upon booking
Naming Ceremony	£100	☐	Full amount to be invoiced upon booking
Baptisms	£100	☐	Full amount to be invoiced upon booking. A collection in aid of the CCT is welcomed.
Weekday or Sunday Service		☐	No charge but we ask that a collection is held towards the cost of repair and maintenance of the church and that 100% of that collection is paid to the CCT.

E. Payments

- 1) Service Fee - we will send you an invoice via email or post, which include full details of how to make payment for the service booked.**
- 2) Service Collection – if you are having a collection during the service,** please see below for details of where to send collection. Thank you for your help with arranging this payment.

Cheques:

Please make cheques payable to **The Churches Conservation Trust.**

Please send cheques to:
CCT
(FAO South East Team).
Unit 14 – c/o Vulcan Works
34-38 Guildhall Road
Northampton
NN1 1EW

Please write the date and nature of the event/service and the church (including location as well as dedication) on the back of the cheque- this helps the money be attributed to the correct church.

BACS:

Account name
The Churches Conservation Trust
Account number
04832981
Sort code
18-00-02

Before sending, please ask for your unique BACS payment reference to use. Otherwise money will not be attributed to the correct church and go in a national pot.

F. Website listings

Can we help to publicise the service on our website?

- ☐ I confirm that the service is open to the public and that I am happy for details to be listed on the CCT website – please complete the last page of this booking form.
- ☐ Not applicable, the service is private

- Please kindly note the event and number of people who attend in the Visitors Book at the church.
- If you are able, please consider taking a collection during the service for 'The Churches Conservation Trust'
- Please confirm with the minister conducting the service that it will be covered under their insurance.**

- We may need to share your contact details with our local volunteers in order to provide access and support your booking. If you do not wish your details to be shared please let us know.

Events Risk Assessment

An Events Risk Assessment must be completed. Risk assessment forms are for the Hirer reference only, this makes sure you have assessed, are aware of any risks and are solely the responsibility of the Hirer. Please make sure a risk assessment is completed before the event takes place, this will ensure you are fully aware of any risk that may affect your event. For full details on risk assessments please go to www.hse.gov.uk

Safeguarding

At CCT, we believe everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public.

If you have a concern about safeguarding at CCT please contact our Safeguarding Team, by emailing safeguarding@thecct.org.uk

Organisations using CCT churches may have their own safeguarding policies and procedures in place. If, through these procedures, you become aware of or deal with safeguarding information which is *in any way* connected to CCT, please contact safeguarding@thecct.org.uk. Our Safeguarding Team will communicate with you further to ensure our shared safeguarding responsibilities are fulfilled.

[Further information and safeguarding statement](#)

Let's keep in touch! Here at the CCT we take your privacy seriously and will only use your personal information to administer your booking and to provide the products and services you have requested from us. If you would like to receive our local quarterly community newsletter with details of events, updates and news from your area and you consent to us contacting you for this purpose please opt-in by ticking the following.

I understand that I can unsubscribe anytime by emailing southeast@thecct.org.uk. The CCT's data and privacy policy [is located here](#).

- ☐ Email

I have read and agree to the terms set out in the attached conditions of hire

SIGNED:

DATE:

PRINT NAME:

OFFICE USE ONLY

Booking accepted on behalf of the Trust:

Invoice Requested:

Thank you for supporting your local church and we wish you all the best for your service.

Promoting an event on the CCT website – information required

The CCT will be happy to help to promote your event by listing details on the CCT website if required; please fill in the information below.

Please give us as much information as possible and include details that make your event sound welcoming and interesting. We may edit some information for consistency across our event listings.

WITHOUT THIS INFORMATION, WE WILL NOT BE ABLE TO CORRECTLY & POSITELY PROMOTE YOUR EVENT. WE WANT YOUR EVENT ATTENDED BY AS MANY PEOPLE AS POSSIBLE BUT WITHOUT THE BELOW WE WOULD BE VERY LIMITED ON WHAT WE COULD ADVERTISE.

* The '*' information is required to provide the listing

Event details (please complete in CAPITALS)

- Title of event (appears as the main heading)*:
- Summary (one or two lines that appear between the title and description):
- Description: As much info as you like about your event – please try to flag up anything interesting (e.g. the name of the musician or artist, etc.).
- We will use the dates and times listed in the form above. Please include any additional details here if relevant (times of tours etc)
- Images help to make the event look more attractive. If possible, please send us a **landscape** photo/flyer to help promote the event. If not feasible, we may upload an image of the church or an appropriate seasonal photo. (please see below copyright statement)
- Ticket details - price (including concessionary rates if applicable) and details of how people can buy them*:
- Contact Information (please be aware that this will be shared on our website, only give details if you are happy for this to be shared publicly).
- Contact Name:
- Telephone:
- Email:
- External Link: A link to your website

Copyright Statement

Thank you for sharing these images with Churches Conservation Trust (CCT). Images & video are very valuable to us, as they help us to shout about what we do and apply for funding to save and promote our historic buildings.

Copyright law applies automatically to any 'work' created, so we are sending this email to ensure clarity around copyright and your work. If the photographs were not taken by you, please ensure the photographer receives this information.

a) Wherever practicable we will credit photographs © Photographer's Name unless you ask us specifically not to use your name in this way. Please contact us at consent@theccct.org.uk to ask us to withdraw use of your name.

b) By sharing the image with us you grant us License to use it in digital or print form for CCT's: · websites and digital communication, e.g. visitchurches.org.uk, e-Newsletters, advertising;

- social media, e.g. Facebook, Twitter, Instagram, YouTube;
- print, e.g. Pinnacle (our members' magazine), our annual review, advertising, guide-books;
- internal communications, e.g. staff e-Newsletters;
- reporting and applications, to funders and partners e.g. National Lottery Heritage Fund, Historic England;
- reference materials and other formal documents, e.g. interpretation plans;
- in-house and external conferences and training.

c) We may use and store the image for a period of seven years.

d) You have the right to ask us to stop using your photos at any time and if you wish to do so please contact us at consent@theccct.org.uk , but please note that it may not be possible to remove the photos once they have been used/published.