

1. INTRODUCTION

1.1 The following document sets out the Lettings Policy in relation to the letting of the Church premises of Christ Church, Horam. The premises include the Church building, the West End and the Church Centre and all rooms which form part of those premises ("the premises").

1.2 A Hall Hire Booking Form must be completed and signed in respect of every booking of the premises. The person signing the Hall Hire Booking Form shall be known as "the Hirer" and shall accept full responsibility for the due observance in all respects of the Terms and Conditions as set out in this policy document. The Hirer must be a responsible adult over the age of 25.

2. PRIMARY INTENT

2.1 The Church and attached buildings are important buildings, and a significant part of Christ Church's history and heritage. The Parochial Church Council ("PCC") and its Officers have the responsibility for maintaining them for use and enjoyment for future generations.

2.2 The premises are primarily to be used for the hosting and promoting of Church activities.

2.3 A secondary function of the premises is to act as a resource to the wider Church, other Christian organisations and the community of Horam, through Church activities, Church sponsored activities and suitable community activities which help to build bridges between the Church and the local community.

3. LETTING RESTRICTIONS

3.1 The PCC's attitude towards an application for the use of its premises will be a positive one. The PCC will seek to encourage appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Church's regular activities. Christ Church may request references from a new user before agreeing a booking.

3.2 The PCC will not, however, accept bookings for activities which are in conflict with the Christian gospel and the Church's vision statement, or those which will prevent our regular activities from functioning in full or which promote any political party or opinion. The PCC reserves the right to refuse requests for hire by groups or for activities which, in the opinion of the PCC, are either contrary to the purposes of the Church of England, or where it considers that such use or activities may cause offence, on grounds of their religion or belief, to a significant number of Christians. No acts of worship, other than Christian worship, are permitted on the premises.

3.3 The Church Centre and West End may be let directly to Church members, other Christian organisations and local community organisations provided that use is consistent with Christ Church's values and beliefs.

3.4 Lettings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event. In particular lettings will not be taken for Maundy Thursday, Good Friday, Christmas Eve or Christmas Day.

3.5 We will not normally hire out the premises for any parties which will involve large groups of teenagers or young adults between the ages of 14 – 21.

3.6 Out of respect to other users and our neighbours surrounding the premises, all users will conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises. Lettings will not normally be taken for events likely to create noise or other nuisance to neighbours, e.g. where a live band is involved.

3.7 Lettings will not be taken before 8am. All events are to finish by 11pm, with the premises to be empty by midnight. The premises will not be available to the Hirer before the beginning of the booking time, and must be vacated 15 minutes after the end of the booking.

4. CHARGES

4.1 Charges will be set at a reasonable rate, below full commercial value, consistent with covering costs and providing a modest contribution to maintenance costs. A notice of charges levied and conditions relating to the charges forms part of the Premises Hiring Agreement. The schedule of charges will be reviewed on an annual basis.

4.2 If the Hirer wishes to cancel the booking, the PCC may, at its absolute discretion, refund any fees paid, but shall be under no obligation to do so. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the PCC cancelling a booking all advance fees/deposits already paid by the Hirer for that booking shall be refunded.

4.3 For a series of lettings of the premises there will be a 3-month trial period.

5. ACCESS AND SECURITY

5.1 Christ Church does not employ a full-time caretaker; therefore the Hirer is responsible for all setting up and putting away of any equipment used.

5.2 Any letting of the premises will require a responsible person to be present at the beginning and end of the letting period on each occasion that a letting is to take place to check that the facilities are in order. The premises must not be left unattended during the period of the booking.

5.3 If a key is provided, then this must be safeguarded at all times. The keys shall not be copied nor given nor lent to any third party. It is the Hirer's responsibility to ensure that all doors and windows are closed, all doors are locked and all lights are switched off (including the toilets) at the end of the letting period.

5.4 The right is reserved for a representative of the PCC or their appointed officer to enter any part of the building at any time, recognising the Hirer's safeguarding provisions need to be observed during that time.

6. HEALTH AND SAFETY

6.1 Whilst the PCC will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire, including the presence of a suitably qualified First Aider if necessary.

First Aid boxes are located as follows:

West End: Kitchen

Church Centre: Kitchen

Church Building: West End Kitchen

Any incident involving personal injury must be reported to the Hall Bookings Secretary and be recorded in the Accident Book located in the First Aid Box.

6.2 All entrances and exits must be kept clear at all times and the number of people attending must be declared at the time of booking. The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met.

6.3 There are no public telephones in the premises, therefore the Hirer must ensure that he/she has access to a mobile telephone in case of emergencies.

6.4 Any portable electrical appliance or device brought in from elsewhere and used on the premises must have an up-to-date safety certificate which must be made available for inspection upon request.

6.5 The Hirer is not permitted to bring supplementary heating appliances, nor interfere with the heating system without consent of the PCC.

6.6 On the occasion of an outbreak of fire, the Fire Brigade shall be called and details thereof shall be given to the Hall Bookings Secretary or a member of the PCC.

7. GENERAL

- 7.1 A strict No Smoking Policy applies to all rooms (including toilets) in all the premises. The premises are fitted with smoke alarms, which will be activated by cigarette smoke.
- 7.2 Alcohol cannot be sold in the building. The Hirer is not permitted to apply for Occasional Licences for the sale of intoxication liquor in the building.
- 7.3 Any advertising material must be submitted to the Hall Bookings Secretary for approval by the incumbent and, if needed, the Standing Committee of the PCC. All such material must clearly display the name of the person or organisation responsible for the event.
- 7.4 Assistance/"Pat" dogs are permitted inside the building; no other animals will be allowed entry.
- 7.5 No adhesive or fixing material may be used which may damage the fabric of the premises.
- 7.6 Chewing gum is not allowed on the premises.
- 7.7 All rubbish (kitchen waste, sanitary products, nappies etc.) must be removed from the premises by the Hirer at the end of the hire period. Litter, food and drink are not to be deposited on the ground outside the premises or in the car park.
- 7.8 Highly flammable substances shall not be brought into or used in any portion of the premises.
- 7.9 The wearing of stiletto heels is not permitted on the wooden floors of the Church and West End Hall.
- 7.10 The use of the church Wi-Fi is permitted, if available, but is not part of the Hiring Agreement.

8. CAR PARK

- 8.1 The use of the Car Park may be available to Hirers, but is not part of the Hiring Agreement and Hirers must be ready to vacate in case of emergency Church needs.
- 8.2 The Car Park is limited to 9 places including 1 designated disabled space and parking is strictly at the owner's risk. The PCC can accept no liability whatsoever for cars parked in its Car Park.
- 8.3 The Hirer is responsible for ensuring that access to the Vicarage parking (in front of, and to the side of the garage) is maintained via the drive at the side of the West End, during any use by them of the Car Park.
- 8.4 The Hirer is to ensure there is access to the Church Centre on Tuesdays and Fridays for the Age We Care minibus at 9.30am and 3.30pm.
- 8.5 There are several spaces on the roads within the vicinity of the Church.

9. RESPONSIBILITIES

- 9.1 The PCC will be responsible for providing facilities as agreed in good working order throughout the letting period.
- 9.2 The Hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities, and shall report any deficiencies on the occasion of each use.
- 9.3 The Hirer shall ensure that there is a responsible adult or adults present and able to supervise at all times during the letting. During the period of hire, the Hirer is responsible for the orderly behaviour of guests/members on the premises.
- 9.4 The Hirer must leave the premises in a clean and tidy condition. All floors must be swept or vacuumed, any spillages mopped up and kitchen surfaces wiped. All windows are to be closed and kitchen appliances switched off. Losses, breakages and damage must be reported, and paid for in full. Breakages of crockery or glasses will be charged at £2 per item. Hirers may rearrange tables and chairs in the premises, but must restore them to their original places immediately at the end of the letting.
- 9.5 The Hirer agrees to indemnify the PCC against all claims, demands, actions, proceedings, damages, costs and expenses arising specifically from its use of the premises and car park.

10. KITCHEN USE/REFRESHMENTS

- 10.1 Use of the Kitchens in the premises must be separately approved. Kitchens may be used for the preparation of tea/coffee and refreshments by approved personnel and with prior agreement of the Hall Bookings Secretary. Use of the cooker in the Church Centre may also be used by approved personnel with the prior agreement of the Hall Bookings Secretary. It will be the responsibility of the Hirer to provide the refreshment materials unless agreed otherwise in the Premises Hiring Agreement. It is the responsibility of an external Hirer to ensure that any persons using the kitchens are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. Particular attention should be paid to the cleanliness of the kitchen, kitchen utensils and crockery at the end of the letting. The fridge in the Church Centre may be used by Hirers, but must be left empty and clean.

11. INSURANCE

- 11.1 It is the responsibility of the Hirer to hold the appropriate type and level of insurances to cover its liabilities arising from activity under this contract; such insurance shall include harm to attendees through accidents/injuries, damage and/or loss of personal property, and damage to or breakage of Church premises/property. The Hirer shall provide a copy of its insurance certificate on request.
- 11.2 Insurance held by the PCC does not extend to a Hirer's liabilities; the PCC does not accept any liability for such incidents arising from the Hirer's use of the premises.

12. LEGAL REQUIREMENTS

- 12.1 The Hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright. The Hirer shall be fully responsible for obtaining any such licences or any other permission required, always providing that no such application shall be made without the approval of the PCC.
- 12.2 Hirers must also have in mind the provisions of the Children's Act at any event involving children. Events for persons under 18 years of age must at all times be properly supervised by an adequate number of responsible adults, in accordance with the Children's Act.
- 12.3 The Hirer shall not use the premises for any other purpose than that specified in the Premises Hiring Agreement, and is specifically forbidden to use, or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose.
- 12.4 The Hirer is strictly forbidden from passing any of the benefits of the hire onto another third party.

13. COMPLIANCE

- 13.1 Failure by the Hirer to comply with any or all of the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the PCC to be just cause for the immediate cancellation of any letting or series of lettings.

14. ADMINISTRATION

- 14.1 Bookings of the premises will be administered by the Hall Bookings Secretary. This includes the acceptance and declining of bookings in consultation with the Incumbent and members of the Standing Committee of the PCC if necessary. The Incumbent will act as final arbiter if required.

Parochial Church Council
Parish of Christ Church Horam
Horebeech Lane, Horam,
East Sussex, TN21 0DT

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