The Parish Church of
St Mary Magdalene Brampton
Hall Letting Policy & Conditions for Hire

1 Introduction

1.1 General

1.2 This document sets out the Lettings Policy in relation to the letting of the Church Hall premises, which comprise the main hall, the upper room and the garden.

1.3 A Premises Hiring Agreement, which is attached to and forms part of this Policy document, must be completed in respect of every booking of the premises. The person signing the Premises Hiring Agreement shall be known as "the Hirer" and shall accept full responsibility for compliance with the Terms and Conditions as set out in this Policy document. The Hirer must be a responsible adult.

1.4 Day to day Church Hall management is delegated to the Church Hall Committee on behalf of Leightonstone Parish Parochial Church Council (PCC).

1.5 References to the "Hirer" apply equally to persons in charge of church user groups.

2 Letting Restrictions

2.1 We will not accept bookings for activities which are in conflict with the Christian gospel and the Church's Vision Statement; which will prevent our regular activities from functioning in full; or which promote any political party or opinion. No acts of worship, other than Christian worship, are permitted on the premises. The PCC reserves the right to refuse requests for hire.

2.2 Letting of the Hall will not include exclusive use of the car park, which may also be used by visitors to the church and cemetery.

2.3 Where church activities take place at the same time as Hall lettings, persons using the Church may obtain access to the toilet near the front door via the front porch.

2.4 Out of respect to other users and our neighbours surrounding the premises, we expect all users to 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. discotheques.

2.5 All events are to finish by 11pm, and the premises empty by midnight. The premises will not be available to the Hirer before the beginning of the booking time unless previously agreed with the Bookings Secretary, and must be vacated within 15 minutes after the end of the booking.

2.6 Equipment or other items may not be stored on the Hall premises without permission of the Church Hall Committee (through the Booking Secretary). Where such storage is approved, users must keep within the agreed storage facilities, and cupboard doors must be capable of being closed. No items are to be stored on top of cupboards.

3 Charges

3.1 We will normally charge for the use of the premises by external organisations; however, charges may be waived or reduced in exceptional circumstances and at the discretion of the Incumbent and the Standing Committee of the PCC, or in the case of casual bookings, the Church Hall Committee.

3.2 Booking charges will be reviewed periodically by the PCC.

4 Cancellation and Notice

4.1 ***Casual Booking.*** 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. In the event of the PCC cancelling a casual booking, all fees/deposits paid by the Hirer shall be refunded.

4.2 ***Regular Booking***. A minimum of one month's notice is required if the Hirer or PCC wishes to cancel a regular booking, or before any increase in the booking fee. The PCC may, at its absolute discretion, refund or waive any fees paid or due to the end of the notice period, but shall be under no obligation to do so.

5 Access and Security

5.1 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:

5.1.1 Ensuring compliance with this *Hall Letting Policy* document.

5.1.2 The orderly behaviour of guests/members on the premises.

5.1.3 Checking and ensuring that the facilities are in order at the beginning and end of the letting period.

5.2 It is the Hirer's responsibility to ensure that all doors and windows are closed, all doors locked and all lights switched off (including the toilets) at the end of the letting period.

5.3 The right is reserved for a representative of the PCC or their appointed officer to enter any part of the building at any time.

6 Health and Safety

6.1 Whilst St Mary Magdalene Church 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. A First Aid box is located in the kitchen.

6.2 The Hirer is not permitted to bring in supplementary heating appliances.

6.3 See also section 9.2

7 General

7.1 No smoking is permitted in the Hall or grounds.

8 Alcohol may not be sold on the premises. The Hirer is not permitted to apply for Occasional Licences for the sale of intoxicating liquor.

8.1 Any advertising material must be submitted to the Bookings Secretary for approval.

8.2 No adhesive or fixing material may be used which may damage the fabric of the premises.

8.3 We do not employ a full time caretaker or cleaner; therefore, the Hirer is responsible for all setting up and putting away of any equipment used, and for leaving the Hall in a clean and tidy state.

9 Responsibilities

9.1 The PCC is responsible for providing facilities as agreed in good working order.

9.2 The Hirer is responsible for ensuring compliance with this policy document during the hire period, and that Security, Fire, Food Hygiene, and Health and Safety requirements are met. In particular, the Hirer shall::

9.2.1 Familiarize themselves with position of fire alarm panel and instructions for re-setting (panel in car park porch), and of fire extinguishers and their operation.

9.2.2 Ensure that attendees know the position of fire exits (garden room and car park doors) and alarm call points (garden room and car park entrance ways). Regular users are to carry out a fire drill at least twice in each year.

9.2.3 Brief attendees that in the event of the fire alarm sounding they must leave the building immediately and gather on the grassed area near the front car park entrance. An Emergency Plan is displayed by the fire alarm panel and in the kitchen.

9.2.4 Nominate fire marshals for each occasion they use the building. The marshals will be responsible for ensuring:

9.2.4.1 The safe evacuation of the building in the event of a fire or other emergency.

9.2.4.2 That the fire brigade is called;

9.2.4.3 That an evacuation roll call is taken and the fire brigade is told if any occupant is not accounted for.

9.2.5 Ensure that the Upper Room is used only by persons who can use the stairs without difficulty.

9.2.6 Ensure that legal requirements concerning music, singing and dancing licences, theatre licences and copyright are satisfied. The Hirer shall be 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.

9.2.7 Ensure that the provisions of the Children's Act are satisfied 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.

9.2.8 Ensure that all users are aware of the procedures for safe and correct use of equipment and facilities.

9.2.9 If you use the kitchen, ensure that any items used are cleaned and put away in the appropriate cupboards. Bring your own tea-towels for drying up.

9.2.10 Ensure that the premises are left in a clean and tidy condition. Losses, breakages and damage must be reported, and paid for in full. Hirers may re-arrange tables and chairs in the premises, but must return them to the store at the end of the letting.

9.2.11 Ensure that all rubbish is taken from inside the premises at the end of the hire period. It may be bagged and deposited in the outside refuse bin. Litter, including food, drink and cigarette ends, must not be left in the Hall grounds, including the garden and car park.

9.2.12 Any issues or deficiencies relating to the hire period are reported to the Bookings Secretary at the first opportunity after the hire period.

9.3 The Hirer agrees to indemnify the PCC against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the terms of this policy document.

10 Insurance

10.1 It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effective by the PCC does not extend to a Hirer's liabilities. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.

11 Compliance

11.1 Failure by the Hirer to comply with any, or all, of the terms of this policy document, whether intentionally or not, may be deemed by the PCC to be cause for immediate cancellation of any letting or series of lettings.

12 Administration

13 Bookings of the premises will be administered by the Hall Bookings Secretary. This includes the acceptance and declining of bookings in consultation with the Church Hall Management Committee as appropriate.

Annex A: Application form for Casual Hire
Annex B: Application form for Regular Hire

BRAMPTON ST MARY MAGDALENE CHURCH HALL

APPLICATION FOR CASUAL HIRE

If you are filling this form in on your computer, you can move between the boxes using the [Tab] key.

Date of Hiring: ..... Form Number: .....

Hirer name (responsible adult): ..... Times: From: ..... To: .....

Address: ..... At (rate): ‡ £ ..... per hour

..... Total session cost: ‡ .....

..... *Number of people expected to attend (maximum 60):* .....

Post Code: ..... ☎ .....

Organisation. (if applicable): .....

Purpose of Hire: .....

Please ensure that rubbish is taken away or bagged and put in the large skip outside the Hall at the end of the event. Please bring bin bags with you, and also tea-towels for drying up if needed.

Declaration: I have read and will comply with the conditions set out in the *Hall Letting Policy*.

Signed: ..... Date: .....

Please complete and return this form and payment to the booking secretary.

Sally Mackenzie
37 Miller Way
Brampton
Huntingdon
Cambridgeshire PE28 4RR ☎: 01480 434374 email: hall@stmarym.co.uk

‡ *Obtain costs from Booking Secretary - cheques payable to East Leightonstone PCC*

*Key number allocated **(for official use)**:*

BRAMPTON ST MARY MAGDALENE CHURCH HALL

APPLICATION FOR REGULAR HIRE

If you are filling this form in on your computer, you can move between the boxes using the [Tab] key.

Date Hiring Commences: ..... Form Number: .....

Date of final booking (if known: ..... Day(s) of meetings: .....

Times:

Hirer name (responsible adult): ..... From: ..... To: .....

Address: .....

..... Cost per session: ***for official use***

..... *Number of people expected to attend (maximum 60):* .....

Post Code: ..... ☎ .....

Organisation. (if applicable): .....

Purpose of Hire: .....

Please ensure that rubbish is taken away or bagged and put in the large skip outside the Hall at the end of the event. Please bring bin bags with you, and also tea-towels for drying up if needed.

Declaration: I have read and will comply with the conditions set out in the *Hall Letting Policy*.

Signed: ..... Date: .....

Confirmed on behalf of the Church Hall Committee:

Signed: ..... Date: .....

Keyholders:

Name: ..... Signature for receipt of key: .....

Name: ..... Signature for receipt of key: .....

Booking secretary:

Sally Mackenzie
37 Miller Way
Brampton
Huntingdon
Cambridgeshire PE28 4RR ☎: 01480 434374 email: hall@stmarym.co.uk

*Key number allocated **(for official use)**:* .....