

Christ Church & St Mary's Church

Conditions of Hire

1) Hire:

- a. 'The Hirer' means the person (whether acting as an individual or on behalf of an organisation or club) hiring any part of the church or its facilities and shall include any person purporting to act on behalf of such hirer. No person under 18 years of age will be accepted as the Hirer and proof of identity/ age may be required
- b. All applications for hire must be made through the online system by the hirer or staff member completing the booking on behalf of the customer.
- c. All bookings are subject to the times stated in the Booking Agreement and entry to the church will be allowed only from the time specified.
- d. An additional charge will be payable if the facilities hired are not vacated on time and customers may lose their deposit. This will be one hour's hire fee and repeated instances may result in the termination of the booking.
- e. The Hirer may not use the church for a purpose other than that agreed at the time of the booking and may not sub-let facilities or assign the booking to a third party. If facilities are used for purposes other than those stated on the Booking agreement, the management reserves the right to terminate the booking.
- f. All bookings are provisional until the hirer has received email confirmation from Christ Church.
- g. The hirer shall indemnify Christ Church against any claims for damages, costs or expenses in respect of personal injury, death or loss of or damage to property sustained by any person during or in consequence of the hiring.
- h. The hirer shall effect insurance under a policy arranged by Christ Church unless evidence of alternative insurance is provided to cover legal liability up to £5 million for injury/illness to third parties and/or loss or damage to their property, and for loss or damage to the premises and contents being hired.
- i. If insurance is provided through Christ Church's policy, a surcharge of 15% of the hire is payable. This cover is not available for political meetings or professional entertainment events.
- j. The hirer shall not sell or allow to be sold on the premises any refreshments, tobacco or goods of any description without prior permission from Christ Church.
- k. Sound or TV broadcasting, filming or photographic rights cannot be exercised without prior permission from Christ Church. If such permission is given, Christ Church reserves the right to be party to any negotiations and to share any income and publicity derived.
- l. No copyright music may be performed or played without prior permission from Christ Church. Where permission is given and sound recordings are played in public, the hirer must ensure that the appropriate license fees are paid to Phonographic Performance Limited (PPL). Christ Church has authority to control the volume of sound caused by musical equipment during the hiring. The use of cameras, video and other photographic equipment is permitted at the hirer's discretion.
- m. The hirer shall make arrangements with Christ Church for any catering requirements at least 14 days prior to the booked period.
- n. Christ Church will not make good or accept responsibility for the loss, theft or damage of or to property of the hirer brought in to or left in Christ Church.

2) Payment:

- a. Block Bookings: Payment must be made monthly or quarterly in advance of the first Booked Period each month/ quarter unless otherwise agreed with the Community Centre Manager.
- b. One-off Bookings: Payment (including deposits) must be made within 14 days of receiving the invoice unless otherwise agreed with Christ Church. Deposits will be returned within 14 days after the event so long as the facility is left clean, tidy, undamaged and that booking times have been adhered to.
- c. Failure to pay any accounts by the due date may result in the booking being terminated or suspended until the account is paid in full.
- d. Payments will be accepted by BACS, Cash or Cheque. Cheques must be made to 'Christ Church'.
- e. Hire charges will be in accordance with the current charges issued by Christ Church. Christ Church reserves the right to vary the charges at any time giving one-months' notice.

3) Bookings:

- a. All bookings are provisional until the Hirer has received email confirmation from Christ Church.
- b. Any hire charge paid in respect of a hiring that is cancelled by Christ Church will be refunded except for a cancellation arising through the failure of the hirer to comply with the Conditions of Hire when a full charge may be made.
- c. Cancellation by the hirer must be received by Christ Church in writing at least 14 days before the booked period or charges for that booking will be retained.

4) Supervision:

- a. The Hirer is responsible for the supervision, stewarding, admission and removal of those attending the hiring and shall provide a sufficient number of suitable qualified persons to carry out these responsibilities.
- b. The Hirer must ensure that the maximum number of people attending the hiring does not exceed the agreed capacity of the room. Failure to comply will be considered a breach of Health and Safety regulations and may result in the booking and any future bookings being terminated.
- c. Children under the age of 16 must be supervised at all times and the lead responsible for the booking must be in attendance at the Centre prior to any children.
- d. **KEEP CHILDREN SAFE FROM HARM** The Hirer undertakes to ensure that all measures possible will be enforced to comply with the requirements of The Children Act 1989 and The Home Office Code of Practice entitled "Safe from Harm" and any statute or Code of Practice replacing or modifying the same. A copy of the Safeguarding Children and Vulnerable Adults policy can be seen on our website.

5) Car Parking:

- a. Vehicles must be parked in car park bays. Under no circumstances are cars to be parked on access roads, in no parking areas or in disabled access bays (unless a valid permit is displayed). You can view our full vehicular access policy on our website.
- a. Due to the multi-use nature of the site (Church, Burial Ground and Community Centre) and the limited amount of car parking space, we do not guarantee parking. The ramped area and bays off of this must be kept clear at all times to allow for emergency access.
- b. Christ Church retains the right to refuse admission or to remove/ eject, or direct the Hirer to do so, any person who is contravening the Conditions of Hire or acting in an anti-social or dangerous manner during the hiring.
- c. The hirer must comply with all reasonable requests and directions given by members of the Church's staff/ volunteers and allow them access to facilities at all times. Christ Church reserves the right to halt or terminate the hiring in an emergency or if the Conditions of Hire are contravened.

6) Equipment:

- a. The Hirer will be held responsible for damage to equipment / fittings/ furnishings and premises unless deemed to be reasonable/ acceptable wear and tear and must pay Christ Church the cost of repairing or making good any damage arising from the hiring.
- b. The Hirer shall not bring any equipment into the Church without permission from Christ Church. Where permission is given, all electrical appliances must have a current Portable Appliance Test (PAT) certificate.
- c. The Hirer is responsible for setting out all their required equipment and for clearing them away afterwards. The room must be left in a clean and tidy condition. The user will be responsible for checking at the end of each session. The Hirer must ensure that they do not drag tables/ chairs or other items across the floor.
- d. The Hirer must ensure that the room and any cupboards opened for use are locked again at the end of the booked period.
- e. The Hirer must ensure all rubbish is removed from the Premises. Failure to do so will incur an extra charge.

7) General Rules:

- a. Any music played must conform to the appropriate Performing Rights Regulations and sound volume must be kept to a reasonable level.
- b. No lighting, heating, power, or other electrical fittings or appliances in the Premises are to be altered, moved, supplemented, or in any way interfered with.
- c. Do not use sellotape and pins on the walls or doors etc. Branded white tack or Blu tack may be used at the discretion of the Centre Manager.
- d. The use of chewing gum is banned.
- e. No ball games are allowed on the premises.
- f. Bicycles are not permitted inside the Premises. Racks are provided outside the facilities.

8) Health and Safety:

- a. Use of the Church and of all equipment is permitted entirely at the users own risk. Christ Church shall not be liable for any personal injury or loss to any user other than as a result of the defective condition of the Church or its equipment or of the negligence of Christ Church.
- b. The Hirer must report accidents, near accidents or dangerous occurrences to the Christ Church as soon after the incident as is possible and an accident form must be completed
- c. The Hirer is required to make themselves aware of the Fire Regulations and emergency evacuation procedure for the Church. In an emergency, if Church staff/ volunteers are present their instructions must be followed.
- d. The Hirer must ensure that no gangways, doors or fire exits from or within the Church are blocked or obstructed and that fire appliances are not removed or tampered with.
- e. The Church operates a strict 'No Smoking' policy and bookings are accepted on condition that the Hirer adheres to the Christ Church policy.
- f. The Hirer must ensure that no animals, excluding guide or hearing dogs, are allowed into the facility without permission from Christ Church.
- g. The Hirer must conduct the hiring in a safe, orderly and lawful manner in accordance with any relevant by-laws, regulations, licenses or Conditions of Hire, and facilities should be left in a good and safe condition

9) Environmental Responsibility

As part of our commitment to sustainability and reducing environmental impact, all hirers of the community hall are required to adhere to the following eco-friendly practices:

- a. **Waste Management** - All waste must be sorted into the appropriate recycling and general waste bins provided. Hirers are responsible for removing excess waste not fitting in provided bins. Single-use plastics (e.g., cups, cutlery, plates, straws) should be avoided where possible. Please use reusable or compostable alternatives.
- b. **Energy Usage** - Please ensure that all lights and electrical appliances are turned off after use. Natural lighting and ventilation should be used where possible to reduce energy consumption. Hirers are encouraged to avoid the use of high-energy equipment unless essential.
- c. **Water Usage** - Please use water responsibly and report any leaks or issues to the hall management. Minimise unnecessary water use, especially during cleaning.
- d. **Transport** - Hirers are encouraged to promote walking, cycling, carpooling, or public transport to attendees wherever possible. Bicycle racks are available for use.
- e. **Decorations & Materials** - Use eco-friendly, reusable, or recyclable decorations. Avoid glitter, balloons, and non-recyclable party items. Any materials brought in must be removed after the event unless prior arrangements have been made.
- f. **Noise and Wildlife** - Noise should be kept to a reasonable level, especially during evening events, to avoid disturbing residents and wildlife. Outdoor areas must be respected, and no litter should be left behind.
- g. **General Consideration** - Please leave the hall and surrounding grounds clean and tidy, respecting the community and environment. Any damage or incidents affecting environmental fixtures (e.g., gardens, plants) must be reported immediately.

Failure to comply with these environmental responsibilities may result in deductions from the security deposit or future booking restrictions.

10) Coronavirus Control Measures

- a. There is no longer a legal requirement to manage coronavirus however it does still exist and we ask that all hirers continue to be responsible.
- b. Capacity:
 - Christ Church PCC have agreed to limit numbers to a maximum of 219 people in total in Christ Church (including choir, performers and attendees).
 - Please consider adequate front of house marshalls to ensure the safety of all in attendance and to prevent localised over crowding.e.g. average of 3 per pew
- c. We do still request that you:
 - Think about what you can still do as a group to limit the spread of covid.
 - Encourage hand washing/ sanitizing and cleaning of surfaces.
 - Continue to open windows and doors for ventilation.
 - Maintain distancing as far as is practicable.
 - Ensure that the Centre is left clean and tidy e.g.floor swept if required prior to the next hirer but there is no longer a need to deep clean the facility.
 - Advise people not to attend who have tested positive for covid or who have covid like symptoms.

11) Complaints:

- a. Any complaint arising out of the hiring must be made in writing to Christ Church.
- b. Christ Church will endeavor to respond to any complaint within 10 working days.

12) Supply of Information:

- a. The Hirer must satisfy Christ Church that activity leaders/ coaches possess qualifications that are appropriate for the level of activity detailed on the Booking Agreement. The Hirer must present evidence in advance of the first booking together with names of all leaders/ coaches who require an enhanced DBS certificate. The Christ Church may request appropriate documentation at any time
- b. The Hirer shall, if requested, supply to Christ Church the names and addresses of persons taking up the Booked Period and provide the age of those who are minors (i.e. Under 18 years of age).
- c. Under the General Data Protection Regulation act you can request to see your own personal information stored by Christ Church.

Acceptance of Terms & Conditions

Name:

Group Name:

Signature:

Date: