

**Christ Church Creekmoor**  
**Room Hire Policy Terms & Conditions**

The following document sets out the Letting Policy in relation to the letting of the Church premises by the Parochial Church Council of Christ Church in Creekmoor (hereafter the PCC).

The Room Hire Agreement (booking form) must be complete and signed in respect of every booking of the premises, other than for Christ Church Creekmoor's own events. The person signing the Room Hire Agreement (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.

This policy applies to the hire of any part of the building, including, but not limited to, the Main Hall, the Café, and the Upper Room.

**The Policy:**

**1. Letting Restrictions**

- 1.1. The Hirer shall not sublet the premises. No entrance fee may be charged to any person other than a member of a club or organisation run by the Hirer.
- 1.2. We will not accept bookings for activities which conflict with the Christian gospel and the Church's Vision Statement. 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 and beliefs of the Church of England, or where the PCC 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.
- 1.3. Lettings will not be accepted that interfere unduly with Church life, such as preventing our regular activities from functioning in full, these include, but are not limited to, annual events like Christmas, Holy Week, Easter, etc. For example, they will not normally be accepted if the premises are already booked for a Church event.
- 1.4. Sale of alcohol is not allowed on the premises. Intoxicants shall not be brought onto or consumed on the premises without the prior approval (in writing) of the PCC.
- 1.5. The Kitchen is not available for hire. However, catering can be provided at an extra cost through the Café at an additional cost.
- 1.6. 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.
- 1.7. All events are to finish by 11pm, with the premises to be empty by 11:30pm. 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.
- 1.8. No animals may be brought into the hall without permission except for guide or assistance with disabilities dogs, and no animals are allowed in the kitchen under any circumstances.

1.9. Long term bookings will be subject to a 6-monthly review. At which point the PCC reserves the right to cancel, or make reasonable alterations to the conditions of, the booking.

1.10. No dry-ice or fog machines are to be used at any time.

## **2. Charges**

2.1. 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 Leadership Team.

2.2. Charges will be set at a reasonable rate, below full commercial value, consistent with covering costs and providing a modest contribution to maintenance costs. The schedule of Charges will be reviewed on an annual basis.

2.3. If you wish to cancel your booking, please contact the Church Office at least a week in advance of the booked event and any monies paid will be refunded in full less the deposit. If the Hirer cancels within a week of the booking, then the hire fee will not be returned. If the Hirer has a regular booking, the Hirer may make a request to move the booking to an alternative date depending on availability.

2.4. The PCC reserve the right, up to one week prior to the booking, to cancel any booking in the event of the premises being required by the church; In which case a full refund of any money paid will be made and every effort will be made to provide a suitable alternative time when the premises will be made available at the normal fee. In the event of the premises, or any part, being unfit for the purpose of Use, the PCC will not be liable to the Hirer for any loss or damage incurred.

2.5. Payment is required in full at the time of the booking unless an agreement is made (in writing) with the PCC.

## **3. Access and Security**

3.1. The Hirer is responsible for all setting up and putting away of any equipment used and removal of all rubbish.

3.2. Any letting of the premises will require one responsible adult to be present for the duration of the booking. The premises must not be left unattended during the period of the booking.

3.3. If a key is provided, then this must always be kept safe and returned to the Minister's Assistant, or Operations Manager in the Church Office at the end of the letting period or as soon as is reasonably possible. The keys shall not be copied nor given or lent to any third party. If keys are provided, it is the Hirer's responsibility to ensure that all fire doors and windows are closed, all doors locked, and all lights switched off (including exterior lights) at the end of the letting period. The PCC reserve the right to charge an additional fee of £15 if any lights are left on.

3.4. If the alarm code is provided, then this must not be used by anyone other than the Hirer.

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

3.6. If the Hirer is the only group in the building, they should take all reasonable steps to ensure the security of the building during their booking. i.e., if in the Upper Room consider locking the front doors.

## **4. Health and Safety**

- 4.1. The Hirer will supply a filled-out Risk Assessment for the duration of their booking. Please find a template Risk Assessment in Appendix A.
- 4.2. Christ Church Creekmoor will ensure that the premises are safe to use, however it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire, including a qualified First Aider if necessary. First aid box is located as follows:

Café – by automatic doors, below alarm keypad

Any accidents involving personal injury must be reported to the Church Office and be recorded in the Accident Book, located in the Café area next to the first aid kit. Serious injuries should be reported immediately to the Operations Manager.

- 4.3. All entrances and exits must always be kept clear, and the number of people attending must not exceed the maximum number allowed as follows:

Main Hall – 200

Upper Room – 30

Café – 50

The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met. A copy of our Health and Safety Policy is available in the Church Office.

- 4.4. There are no public telephones in the premises, therefore the Hirer must ensure that he/she has access to a mobile phone in case of emergencies.
- 4.5. The Lift should not be used when there is only one person in the building or in the event of a fire. For those with mobility restrictions in the Upper Room there is the EvacuSlider which should be operated by two adults.

## **5. General**

- 5.1. A strict no smoking policy (including e-cigarettes and vapes) applies to all rooms (including toilets) on the premises.
- 5.2. We will not usually allow groups to have any storage space. Any storage facilities used must be agreed in advance in writing by the PCC. At the end of the event all items belonging to the Hirer must be removed. No inflammable or perishable items should be stored on the premises. Hirers must not prevent any other person from accessing the storage area. All items must be stored in a safe and tidy manner. Any property stored is held at the Hirers own risk. The PCC shall not be responsible for any damage or loss incurred, however caused.
- 5.3. Only ball games using soft balls (i.e., made of foam) are permitted. The use of Bouncy Castles and ball pools are not permitted.

## **6. Responsibilities**

- 6.1. 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 each use.

### **6.2. SAFEGUARDING**

The Hirer agrees to have a suitable Safeguarding Policy in place, or to adopt the Safeguarding Policy of Christ Church Creekmoor, as per the Safeguarding Statement (pg. 3).

- 6.3. The Hirer must leave the premises in a clean and tidy condition. Losses, breakages, and damage must be reported, and paid for in full. Hirers may rearrange tables and chairs in the premises but must restore them to their original places immediately at the end of the letting.

## **7. Insurance**

- 7.1. The Hirer is responsible for ensuring that the group/event is adequately insured. For repeat bookings, a copy of your Public Liability Insurance Certificate should be sent to the Church Office. In the case of accidents, the PCC cannot accept any liability. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property because of using the premises.

## **8. Legal Requirements**

- 8.1. Christ Church Creekmoor has the required licences which allow for copyrighted music, or music videos, to be played on the premises during the time of the hire. If the Hirer intends to put on a performance, they will need to ensure that they have the relevant licences to do so.
- 8.2. The Hirer shall not use the premises for any trade purpose, including but not limited to jumble or bring & buy sales, fetes, or fairs, unless prior written consent is obtained from the PCC.

## **9. Compliance**

- 9.1. Failure by the Hirer to comply with any or all the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the PCC to be just cause for immediate cancellation of any letting or series of lettings and may result in forfeiture of the entire security deposit.

## **10. Administration**

- 10.1 Bookings of the premises will be administered by the Operations Manager and the Minister's Assistant. This includes the acceptance and declining of bookings in consultation with the Incumbent and members of the Leadership team or the PCC if necessary. The Incumbent will act as final arbiter.