

**The Church of
St Mary's,
Berrow**

**Church Room
Booking Policy**

1. Introduction

- 1.1 The following document sets out the Bookings Policy in relation to the booking of the Church Room of St Mary's.
- 1.2 This Policy consists of 3 documents: Booking Policy (this document), Terms and Conditions and a Premises Hiring agreement. Both the Premises Hiring Agreement and the terms and conditions must be completed and signed 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 the due observance in all respects of the Terms and Conditions as set out in this Policy document.

2. Booking Restrictions

- 2.1 Our attitude towards an application for the use of our premises will be a positive one. We 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. St Mary's may request references from a new user before agreeing a booking.
- 2.2 We will not, however, accept bookings for activities which are in conflict with the Christian gospel and the Church's Vision Statement. The Church reserves the **right to refuse requests** for hire by groups or for activities which, in the opinion of the Church, are either contrary to the purposes and beliefs of the Church of England, or where the Church 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.
- 2.3 Bookings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event.
- 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.
- 2.5 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.

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.
- 3.2 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 the booking, all fees/deposits paid by the Hirer shall be refunded.

- 3.3 A refundable security deposit must be paid, the amount of which is set out in the Premises Hiring Agreement. This may be waived for regular bookings at the discretion of the PCC.
- 3.4 Hire charges will be reviewed annually in January with any rises implemented 1st April. Regular bookings will be given 3 month notice.

4. Access and Security

- 4.1 The Hirer is responsible for all setting up and putting away of any equipment used.
- 4.2 If a key is provided, then this must be safeguarded at all times and returned at the end of the booking 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 the toilets) at the end of the booking period.
- 4.3 The right is reserved for a representative of the PCC or their appointed officer to enter any part of the building at any time.

5. Health and Safety

- 5.1 Whilst St Mary's 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 kit can be found in the kitchen, in a cupboard clearly marked.
- 5.2 Any accident involving personal injury must be recorded in the Accident Book located in the kitchen.
- 5.3 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 number of people attending must not exceed 50.
- 5.4 The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met.
- 5.5 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.
- 5.6 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.
- 5.7 The Hirer is not permitted to bring in supplementary heating appliances.

6. General

- 6.1 A strict **No Smoking Policy** applies to all rooms (including toilets) in all the premises.
- 6.2 Only guide dogs are permitted inside the building.
- 6.3 No adhesive or fixing material may be used which may damage the fabric of the premises.

7. Parking

- 7.1 Parking is available in the vicinity of the church. Parking is at the owners own risk.

8. Responsibilities

- 8.1 The PCC will be responsible for providing facilities as agreed in good working order throughout the booking period.
- 8.2 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.
- 8.3 The Hirer shall ensure that there is a responsible adult or adults present and able to supervise at all times during the booking. During the period of hire, the Hirer is responsible for the orderly behaviour of guests/members on the premises.
- 8.4 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 re-arrange tables and chairs in the premises but must restore them to their original places immediately at the end of the booking. All lights and heating must be switched off. All doors and windows must be locked.
- 8.5 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.

9. Kitchen Use/ Refreshments

- 9.1 It will be the responsibility of the Hirer to provide the refreshment materials. It is the responsibility of the 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 booking. Any breakages must be reported immediately in writing and will be subject to an additional charge.

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. Legal Requirements

- 11.1 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.
- 11.2 If bringing alcohol onto the premises the Hirer is responsible for obtaining relevant license. Evidence will need to be provided before event takes place.
- 11.2 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 be properly supervised at all times by an adequate number of responsible adults, in accordance with the Children's Act. The Hirer is responsible to ensure DBS checks are in place if needed.
- 11.3 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. Safeguarding

St Mary's is committed to Safeguarding children and vulnerable adults. The Hirer is responsible for ensuring that St Mary's Safeguarding Policy is adhered to at all times. A copy of this policy is available on the website and a hard copy is on the notice board in the church room. If required a copy will be made available to the Hirer.

For organisations/groups that are required to have their own safeguarding policy, it will be required to be available for inspection at the time of booking.

13. Compliance

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

14. Administration

- 14.1 Bookings of the premises will be administered by the church room committee. 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.