

Church Council of St Mary, Dalton and Ireleth with Askam

Church and Hall LETTING POLICY

1. The Church and Hall are important historical buildings, and a significant part of Dalton's history and heritage. The Parochial Church Council (P.C.C.) and its Officers have the responsibility for promoting their use by the Church and wider community, and also of maintaining them for use and enjoyment by future generations.
2. The P.C.C. and its agents reserve the right to refuse a letting to any person or persons whom they feel do not conform to the principles held by the Church of England or who may bring our Church into disrepute. We may take up references before agreeing to a booking, or may cancel a booking without being liable for any penalty if references appear unsatisfactory.
You may not sub-let or assign your letting.
3. Hirers/Users are responsible for the good and appropriate behaviour of your guests/audience etc
4. If Hirers fail to comply with the terms of this letting policy, especially those with legal force [eg: 4), 5), 6) 7), 8), 10) 11)] we will have to terminate the event immediately, and may have to call the Police.
5. LICENCES The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, or from the Performing Rights Society or from Phonographic Performances Ltd or otherwise and shall be responsible for the observance of same.
6. Lettings must finish by 11pm. Noise/music must be kept at a level acceptable to those living nearby. This is especially important in the summer when windows may be open and/or your guests in the Garden. **If you can't have a conversation in a normal speaking voice, things are too loud!**
7. SAFEGUARDING CHILDREN The Hirer shall ensure that any activities involving children comply with the provisions of the Children Act of 1989 and 2004. The Hirer is required under this legislation to ensure that children are protected at all times by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. This includes ensuring that at all times only fit and proper persons have access to the children. All Hirers who are Regular Users are required to have in place an approved Child Safeguarding Policy on commencement of each period of Hire.
 - a) For Organisations with No Safeguarding Policy of their own
The PCC has a Parish Safeguarding Policy a copy of which will be provided and form an integral part of this Agreement. Acceptance of the booking is conditional upon the Hirer agreeing to work within the terms and conditions of this policy.
 - b) For Organisations with their own Safeguarding Policy
The PCC will accept an Organisation's own Safeguarding Policy but will require evidence that it is properly formulated, that a current version exists and that it is no less stringent than the PCC's own. In the event that there are any concerns or allegations arising about children in the course of the Hirer's activities the PCC's Children's Safeguarding Representative shall be contacted via the Church Office.All Hirers who are Occasional or "One Off" Users (e.g. Children's Parties) are not required to have a Safeguarding Policy but must comply with the general requirements stated in the first part of this clause.
8. Users/hirers must abide by the law regarding such things as Child Protection, Health and Safety and COSHH, Food Safety, Fire, and Copyright Regulations.
9. Fire Safety: you are responsible for the safe conduct of your activity during the period of your hire. We have our own Fire Safety Risk Assessment, and you may need to carry out a risk assessment for your specific activity, and you must cooperate in ensuring that all precautions are maintained. We can offer guidelines for fire procedures for your stewards. NB see points 8) and 9) below.
10. You must keep all entrances and exits clear at all times. Maximum numbers of people are Centre 100; Church: 300

11. You should consult us about the use of candles or naked lights: if we give permission, you must make sure that they do not drip wax onto floors, walls, fittings or furniture.
12. Our strict No Smoking Policy applies to Church, Hall, and also the **Garden**.
13. **Hirers must inform us** (on the booking form)
- of those whom you wish to use to serve food or provide dance music. Hirers should ensure that their caterers (professional or amateur) are aware of the requirements of the Food Hygiene (England) Regulations 2006 and the relevant Food Safety Act Codes of Practice.
 - If there is a Bouncy Castle. We have to contact our Insurance Company and, on the advice of the Fire Officer and for H&S, only **one** such item is allowed and must be placed so that the children are jumping off at the fire door end of the hall. The person responsible for assembling the equipment **MUST** take notice of this rule.
- We cannot hire out the hall to those involved if these rules are not adhered to.
14. Hirers must leave the premises in good, clean order. Losses, breakages and damage must be reported, and paid for in full – in addition, if necessary, to amounts deducted for extra cleaning from the caution money. Hirers may re-arrange tables and chairs in the Hall, but must **restore them to their original places** immediately at the end of the letting. Particular attention should be paid to the cleanliness of the kitchen and kitchen utensils and crockery. Hirers must designate one person to be responsible for overseeing this at the end of the hiring. See below for penalties relating to this.
15. We expect hirers to separate cardboard, bottles and cans from other rubbish - and place these in the recycling facilities.
16. **You may not put any nail, hook, fastening or sticky tape into/on any of part of the building** – eg doors, walls, beams. You may use pins only in our noticeboards. You may not put up or display any board, advertising bill or placard without our prior permission. If permission is given, all such boards, advertising bills or placards must be removed immediately at the end of the function.
17. A tariff of letting fees is available from the Booking Secretary. The PCC is entitled to waive or vary charges in order to promote its objects. Letting fees are reviewed regularly. The PCC reserve the right to restructure letting costs and right of use. We also reserve the right to cancel lettings at short notice without liability of compensation of any sort: obviously we would only do this in an emergency, and would return your deposit with a full explanation.
18. Hirers agree to indemnify our PCC against all claims, demands, actions, proceedings, damages, costs, and expenses arising out of non-observance of our conditions.
19. We will not be held responsible for any loss or damage which may occur to the property of others whilst they are using our premises.
20. We do not usually accept bookings for teenage parties. However, if we do, we insist that at least four (more for larger parties) responsible adults (aged over 30) be present at all times.
21. Hirers arrange with the Vicar (01229 462526) and/or Booking Secretary about the opening and locking of the premises; sometimes a key is loaned to hirers for you to lock up when you finish and then return the key to the Vicarage.
22. There is a piano in the Hall and Church and can be used by the hirer at no fee.
23. **“There may be times when the church’s needs supersede the weekly meetings of a community group. Should this situation occur the group will be informed in advance with as much notice as possible so that the group’s session may be cancelled”.**