



South Chingford Congregational Church

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Premises Hire

South Chingford Congregational Church
Lettings Policy

1. Introduction

- 1.1 The following document sets out the Lettings Policy in relation to the letting of the premises of South Chingford Congregational Church (“The Church”). This Policy document takes into account consideration of The Equality Act 2010.
- 1.2 A Premises Hiring Agreement, which is attached to and forms part of this Policy document, 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. The Hirer must be a responsible adult over the age of 25.

2. Primary Intent

- 2.1 The premises are primarily used as a place of worship and for the hosting and promoting of Church activities. The Church Leadership Team has the responsibility for maintaining them for use and enjoyment by future generations.
- 2.2 A secondary function of the premises is to act as a resource to the wider Church, other Christian organisations, and the community of Chingford.

3. Letting Restrictions

- 3.1 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. The Church may request references from a new user before agreeing a booking.
- 3.2 We will not, however, 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. 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, 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 people.
- 3.3 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.
- 3.4 All events are to finish by 10pm, with the premises to be empty by 11pm. The premises will not be available to the Hirer before the beginning of the booking time, and set up/clean up time must be included in the time booked.

4. Charges

- 4.1 Charges will be set at a reasonable rate, below full commercial value, consistent with covering costs and providing a modest contribution to the Church. A notice of Charges levied and Conditions relating to the Charges forms part of the Premises Hiring Agreement. The schedule of Charges will be reviewed on an annual basis.
- 4.2 If the Hirer wishes to cancel the booking, the Church may, at its absolute discretion, refund any fees paid, but shall be under no obligation to do so. The Church reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the Church cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.
- 4.3 Occasionally, the Church may require full and unhindered use of the premises during the period of a regular rental (e.g. for use as a polling station or for a Church event). In these instances the Church will give a minimum of one month's notice and no charges will be payable for that time.
- 4.4 In the case of a termination of a regular rental (a continuous hire over six months or more) the Church commits to give a full three months' notice. To safeguard the booking hirers intending on a long-term letting agree to do the same.

5. Access and Security

- 5.1 The Church does not employ a full-time caretaker; therefore, the Hirer is responsible for all setting up and putting away of any equipment used.
- 5.2 Any letting of the premises will require a responsible person to be present at the beginning and end of the letting period on each occasion that a letting is to take place to check that the facilities are in order. The premises must not be left unattended during the period of the booking.
- 5.3 If a key is provided, then this must be safeguarded at all times and returned to the Church 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 the toilets) at the end of the letting period.
- 5.4 The right is reserved for a representative of the Church or their appointed officer to enter any part of the building at any time.
- 5.5 CCTV is in operation throughout the premises for the purposes of crime prevention and the security and safety of staff and visitors. Full details are available in our Data Protection policy.

6. Health and Safety

- 6.1 Whilst the 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.

Any accident involving personal injury must be reported to the Church to be recorded in the Accident Book located in the Church Office.

- 6.2 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 to ensure that this does not exceed a safe limit.

The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met.

- 6.3 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.
- 6.4 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.
- 6.5 The Hirer is not permitted to bring in supplementary heating appliances.

7. General

- 7.1 A strict **No Smoking policy** applies to all rooms (including toilets) in the premises.
- 7.2 A **No Alcohol policy** applies throughout the premises. Alcohol may not be brought onto the premises or consumed.
- 7.3 Any advertising material should be submitted to the Church for approval. All such material must clearly display the name of the person or organisation responsible for the event.
- 7.4 Only guide dogs are permitted inside the building.
- 7.5 No adhesive or fixing material may be used which may damage the fabric of the premises.
- 7.6 Any rubbish must be bagged and placed in the RED BIFFA BIN outside the halls by the Hirer and must not be deposited in any other refuse bins belonging to the Church without prior consent.

8. Car Parking

- 8.1 The car park is available to use during the time of a booking on a first come first served basis. Since there may be numerous activities taking place at any one time, hire of any part of the premises does not guarantee sole use of the car park.
- 8.2 There is free parking available in surrounding streets but please be considerate of our neighbours and do not park on dropped kerbs etc or block access routes.

9. Responsibilities

- 9.1 The Church will be responsible for providing facilities as agreed in good working order throughout the letting period.
- 9.2 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.
- 9.3 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 the orderly behaviour of guests/members on the premises.
- 9.4 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 letting.
- 9.5 The Hirer agrees to indemnify the Church against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the Terms of this Policy document.

10. Kitchen Use/ Refreshments

- 10.1 If the Kitchen is included in a booking, 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 letting. Any breakages must be reported immediately in writing and will be subject to an additional charge.

11. Insurance

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

12. Legal Requirements

- 12.1 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 Church.
- 12.2 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 at all times be properly supervised by an adequate number of responsible adults, in accordance with the Children's Act. Any concerns or incidents must be reported to the Church's Safeguarding Officer in accordance with the Church's Safeguarding Policy.

12.3 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.

13. Compliance

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

14. Administration

14.1 Bookings of the premises will be administered by a Church Representative. This includes the acceptance and declining of bookings in consultation with the Pastor and members of the Church Leadership team where necessary. The Pastor will act as final arbiter if required.

Space available for hire:

The building is fully accessible for wheelchair users. There are disabled toilets and baby changing areas.

Large hall



Small hall



Both halls have chairs and tables which are available if required.

Kitchen



Has 2 sinks, 2 domestic cookers, small fridge, kettle, microwave, 2 urns

Church



Seats 150 (extra seats can be added to increase capacity to 200 if necessary).
PA system, 2 projectors.

CHARGES 2018			
	Non-profit community groups	Party / private function	Commercial (negotiable for regular bookings)
LARGE HALL	£20/hour Deposit £100	£25/hour (Saturday £30/hour) Deposit £150	£30/hour Deposit £100
SMALL HALL	£15/hour Deposit £100	£20/hour (Saturday £25/hour) Deposit £150	£25/hour Deposit £100
KITCHEN	£10/hour	£10/hour	£10/hour
CHURCH	£100/half day Deposit £100	£150/half day Deposit £150	£200/half day Deposit £100

CHARGES 2019			
	Non-profit community groups	Party / private function	Commercial (negotiable for regular bookings)
LARGE HALL	£20/hour Deposit £100	£30/hour (Saturday £35/hour) Deposit £150	£30/hour Deposit £100
SMALL HALL	£15/hour Deposit £100	£25/hour (Saturday £30/hour) Deposit £150	£25/hour Deposit £100
KITCHEN	£10/hour	£10/hour	£10/hour
CHURCH	£100/half day Deposit £100	£150/half day Deposit £150	£200/half day Deposit £100

BOOKING & PAYMENT ARRANGEMENTS

- If you would like to make a booking, please complete the attached Premises Hire Application Form and return to the Church along with deposit. Alternatively, this form can be completed on our website and an email invoice will then be issued for the deposit which can be paid by card.
- Return of the Application Form does not imply a confirmed booking – once the booking has been approved and confirmed by a Church Representative, a printed booking confirmation will be provided.
- Full fee to be paid in advance of the date of booking – no money to change hands on the day, including the return of deposit.
- Deposit returns will be processed by a Church Representative within 7 days of the event.
- Deductions may be made from the deposit for the following:
 1. Unarranged access to the premises before time of booking (charged per hour)
 2. Late departure at end of booking (charged per hour)
 3. Failure to stop all noise by 10pm
 4. Any damages or breakages
 5. Failure to clear up, clean and dispose of rubbish properly (charged per hour of a caretaker's time)

Payment methods accepted

- Cash (if making payment by cash, please ensure that you hand this to a Church Representative in person and receive a receipt).
- Cheque (payable to South Chingford Congregational Church). We are unable to accept a cheque for the deposit. Please allow sufficient time for cheque to clear **before** the day of the event (1 week)
- Card

CHURCH PREMISES HIRE APPLICATION FORM

FULL NAME OF HIRER						
ORGANISATION (if applicable)						
CONTACT DETAILS:	LANDLINE:	MOBILE:	EMAIL:			
INVOICE ADDRESS:						
BOOKING	DAY(S) / DATE	TIME ARRIVING (to include setting up time)	TIME LEAVING: (after clearing up)			
AREAS REQUIRED	Large hall []	Small hall []	Kitchen []	Church []		
DECLARATION:	<p>I confirm that the hiring of the Church premises is to be used solely for the purpose of:</p> <p>.....</p> <p>I have read and agree to abide by the terms and conditions in the Lettings Policy of South Chingford Congregational Church.</p> <p>I understand that my booking will only deemed accepted upon receipt of a printed booking confirmation signed by a Church Representative.</p>					
SIGNATURE	<p>..... DATE:</p>					
Church office use only:	Deposit	£	Received by		Date	
			Returned		Date	
	Booking	Accepted []	Declined []	Confirmation sent []		
	Balance	£	Received by		Date	
Insurance policy seen: (if applicable)	[]		Policy name/number			