



THE PARISH OF
ST. JOHN BAPTIST, BROUGHTON



Charity Number: 1134595

*Jesus said, "I appointed you to go and bear fruit, fruit that will last." John 15.16
We seek to make Jesus known in our community, through our joyful, loving service and worship*

Vicar: The Reverend Shaun Baldwin

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St Martin's Parish Hall

Letting Policy

The Parish Church of St John Baptist Broughton
St Martin's Parish Hall - Lettings Policy

1. Introduction

- 1.1 The following document sets out the Lettings Policy in relation to the letting of the Parish Hall Complex ("St Martin's Parish Hall") of The Parish Church of St John Baptist Broughton Preston. The premises include the Main Hall, Lounge, Games Room, Servery, Stage and Dressing Rooms and all rooms which form part of those premises. 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 21.

2. Primary Intent

- 2.1 St Martin's Parish Hall Complex of buildings are the Parochial Church Council ("PCC") and its Officers' responsibility for maintenance and for use and enjoyment by present and future generations.
- 2.2 The premises are primarily to be used for the hosting and promoting of Church related activities.
- 2.3 A secondary function of the premises is to act as a resource to the wider Church, other Christian organisations and the local community, through Church activities, Church sponsored activities and suitable community activities which help to build bridges between the Church and the local community.

3. Letting Restrictions

- 3.1 The PCC's 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 PCC may request references from a new user before agreeing a booking.
- 3.2 The PCC 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 PCC reserves the **right to refuse requests** for hire.
- 3.3 St Martin's Chapel is not available for hire.

- 3.4 Other parts of the Complex that are available for hire are detailed in the schedule.
- 3.5 Lettings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event.
- 3.6 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. Lettings will not normally be taken for events likely to create **noise or other nuisance** to neighbours.
- 3.9 During all lettings, Public Music and Dancing must NOT extend outside the following times:
- Monday to Saturdays 08:00 to 23:00
Sundays 14:00 to 22:30
- The premises will not be available to the Hirer before the beginning of the booking time, and must be vacated by the end of the booking period.

4. Charges

- 4.1 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 a regular basis.
- 4.3 Three rates are applicable depending on the group hiring the complex.
- 4.4 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.
- 4.5 A refundable security deposit must be paid, the amount of which is set out in the Premises Hiring Agreement.

5. Access and Security

- 5.1 The PCC does not employ full-time Site Supervisors; therefore the Hirer is responsible for providing details of their requirements of equipment needed in advance.
- 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 Parish Administrator in the Parish 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 the toilets) at the end of the letting period.
- 5.4 The right is reserved for a representative of the PCC or their appointed officer to enter any part of the building at any time.

6. Health and Safety

- 6.1 Whilst the PCC 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. First Aid box is located in the Servery.

Any accident involving personal injury must be reported to the Parish Administrator to be recorded in the Accident Book located in the Servery.

- 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 the maximum number allowed as follows:

Main Hall – 200 people
Lounge / Games Room – 120 people

The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met. Please see Appendix A Fire Map and Fire Policy.

- 6.3 There is a public telephone in the premises, but it is a recommendation that 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** including e-cigarettes applies to all rooms (including toilets) in all the premises. The premises are fitted with smoke alarms, which will be activated by cigarette smoke.

- 7.2 Alcohol cannot be sold by the Hirer without a Temporary Event Notice (TEN) from Preston City Council. It is the Hirer's responsibility to apply for the TEN after first being approved by the Parish Administrator.
- 7.3 Any advertising material must be submitted to the Parish Administrator for approval by the PCC. All such material must clearly display the name of the person or organisation responsible for the event.
- 7.4 Only guide and hearing 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 Chewing gum is not allowed on the premises.
- 7.7 All rubbish must be taken from the premises by the Hirer and must not be deposited in the outside refuse bins. No food or drink must be deposited on the ground outside the premises or in the car park.

8. Car Park

- 8.1 The use of the Church Car Park is available to Hirers, but is **not** part of the Hiring Agreement.
- 8.2 The Car Park is limited to 38 places including 3 designated disabled spaces and 4 reserved for church officials. Parking is strictly at the owner's risk. The PCC can accept no liability whatsoever for cars parked in its Car Park.
- 8.3 The general public have access from Broadway to Northway through the Car Park and care must be taken when manoeuvring within and entering and leaving the car park.

9. Responsibilities

- 9.1 The PCC 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 totally responsible for the orderly behaviour of guests / members on the premises.

- 9.4 The Hirer must leave the premises “as found” 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 PCC against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the Terms of this Policy document.

10. Servery Use/ Refreshments

- 10.1 Use of the Servery on the premises must be separately approved. The Servery may be used for the preparation of Tea / Coffee and refreshments by approved personnel and with the prior agreement of the Parish Administrator. It will be the responsibility of the Hirer to provide the refreshment materials. It is the responsibility of an external Hirer to ensure that any persons using the Servery 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 Servery 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 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.

12. Legal and Safeguarding Requirements

Parish Policy for Safeguarding Children and Young People and Adults

- 12.1 The Hall Complex holds PPL and PRS Licences for Music, Singing and Dancing, but the Hirer must comply with any legal requirement concerning these licences and copyright. The Hirer shall be fully responsible for confirming any such licences or any other permission required, always providing that no such application shall be made without the approval of the PCC.
- 12.2 Hirers must also comply with the provisions of the Disclosure and Barring Service requirements at any event involving children, young people and adults. Events for persons under 18 years of age must at all times be properly supervised by an adequate number of responsible adults. A copy of the Hirer’s own Safeguarding Policy must be provided at the time of booking. If the Hirer does not have a Safeguarding Policy then the Hirer **MUST** agree to adopt the Parish of Broughton St John Baptist ***Safeguarding Policy and Safeguarding E 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 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.

14. Administration

14.1 Bookings of the premises will be administered by the Parish Administrator. This includes the acceptance and declining of bookings in consultation with the PCC and Vicar if necessary. The Vicar will act as final arbiter if required.

PCC of Broughton St John Baptist Church
Hall Management Committee
Parish Office
St Martin's Parish Hall
Broadway
Fulwood
Preston PR2 9TH

14th May 2018