



Church & Halls Hiring Booklet

1 March 2022 - 31 August 2022

Hire of St. Andrew's Church Halls

Welcome to St Andrew's Church, and our Halls complex.

We are delighted that you are making an enquiry about booking one of our halls in which to hold your event. Our church complex is used by many different community groups and individuals over the course of a week, and we want to welcome you and your members. The building has a real sense of community and family about it, and we hope you find the same.

The halls have served our community for over 20 years, we are continually investing in them, and upgrading to meet our users' needs. We hope you will value this community asset, and see it as just one expression of how St Andrew's seeks to make links with the community God has called us to serve.

This booklet is designed to give you all the information about the different facilities we hire, what is on offer, and the cost, along with our Terms and Conditions of Hiring.

If you have any further questions or need advice on filling out the attached booking form, please speak with our Operations Manager:

01892 837617

bookings@standrewspw.org.uk

The Winter Hall

The Winter Hall is the larger of the halls available in the complex (excluding the church). With a maximum seating capacity of 100, the hall measures 8 x 15 metres. There is a separate chair store just off the hall which additionally houses a number of collapsible tables of varying size.

The adjacent kitchen has a large serving hatchway into the hall and has access to the church grounds at the rear of the building. The space is used by many youth groups, larger meetings, flower sales, plus fund-raising events and has a wipeable floor if things get spilt.

Cost of hire: £16.00 per hour.



The Mervin Hall

The Mervin Hall is the smaller of the halls, with a maximum seating capacity of 60. Chairs are stored in the hall and there is a cupboard which stores collapsible tables. The Mervin Hall measures 9 x 8 metres and has a wipeable floor. There is a large serving hatchway from the adjacent kitchen, so refreshments can be served directly into this hall. Access to the grounds at the rear of the building is available. The space is used currently by such organisations as a flower arranging group, Friends Together lunches and smaller dance groups.

Cost of Hire: £11.20 per hour.



The Wallis Room

At the front of the building is the Wallis Room, which is octagonal in shape, measuring 9 metres in diameter and with windows on three aspects. The Wallis Room is the smallest of the available rooms, with a maximum seating capacity of 40. Chairs are available in the room and pairs of semi-circular and rectangle tables may be arranged to suit the needs of the occasion.

This room is carpeted, and as such has a different feel to the other halls we offer. It has the benefit of a recently installed audio / visual system, which allows smaller groups or seminars to undertake presentations. If you wish to use the A/V system, please tell the Operations Manager when booking. **However, use of this system may be made by a group only after we have trained someone within your organisation.** The key to the control and connecting leads are held in the church office and may be collected from there and subsequently be returned following use. Users of the Wallis Room include church committees, seminars and teaching sessions.

We ask that food is not consumed in the Wallis Room.

Cost of Hire: £13.84 per hour.



The Church

The Church building has comfortable seating for 250 people on four sides of a raised dais (stage area) and is fully equipped with audio visual equipment. Fully carpeted and with its own heating system, this allows for both auditorium presentations and break out space to be housed within one large and spacious area.

Use of the church space is entirely at the discretion of the Vicar. It will only be available for certain events, for instance, concerts, lectures and presentations. Anyone who does wish to hire the church should be conscious that this is a 'sacred space' set aside to the worship of God in the Christian tradition and reflect on the content of what they are doing.

Where it is deemed necessary due to the requirements of the hirer, and the length of hire, the Church Council may request the involvement of the 'Special Events host' to be available during the time of the hire. This individual will be your point of contact before and during the hire and will resolve any issues related to the building. However, there will be a charge of £60.00 for this person. Otherwise a member of the Church will normally be present at the start of the booking and also at the end to lock and secure the building.



Costs of hiring the church are:

Winter rates Oct – April: £67.00 per session or part session

Summer rates May – Sept: £40.00 per session or part session

Sessions are timed: 8.00am - 1.00pm
1.00pm - 6.00pm
6.00pm - 11.00pm

Church Sound System

The sound system and audio visual systems can only be used if one of our volunteer operators is available. The church office will arrange this and a charge of £25 per session will be applied for use of one or both of these resources.

Additional Facilities available

Disabled access

There is full disabled access throughout the church and halls.

Toilets

Toilets are to be found on the central corridor leading to the Winter Hall, Mervin Hall and Wallis Room. The accessible and ladies' toilets each house each a 'baby changer unit'.

The Kitchen

The Kitchen is situated between the Winter and Mervin Halls and has a large hatchway to both. Hire fees includes the shared use of hot water for tea/coffee making which is available all the time, but not tea, coffee, milk or sugar, etc.

Please discuss any request for additional facilities, such as the fridge, freezer, cooker, and dishwasher (for which training is required) with the Operations Manager when making a booking.

Training and use of the dishwasher is free of charge and is encouraged by groups generating more than one rack of crockery, as this is a more hygienic method of washing up. All food (and waste) must be cleared from the kitchen at the end of an event. Hirers serving food and drink are responsible for complying with food safety legislation. The kitchen is a shared space, however, please be mindful of the needs of hirers who have specifically arranged use of the kitchen for food preparation as they need to protect food from the risk of contamination.

Please use the extractor fan when using the hob and/or oven to avoid fire alarms going off throughout the complex, ensuring **both** switches are **ON** when cooking and turned **OFF** afterwards.

The cooker is charged at £5.00 for light use, and at £10 for heavy use per hiring.

The Foyer

The Foyer can be reserved for certain events but only on a shared use basis.

Outside Space

The church grounds are to the sides and rear of the building.

The church car park provides extensive parking, with well-marked disabled bays. Please park considerately and do not block other vehicles in unless directed to do so.

Defibrillator

There is a defibrillator in the foyer with clear instructions on how to use it.

CCTV

CCTV operates in the building for security purposes and smoke alarms are fitted throughout. An adult should be present throughout all bookings.

Wi-Fi

Wi-Fi is available throughout the building **by prior arrangement.**

Fire Alarm

In the event of the Fire alarm going off your group must immediately evacuate the building and nominate an individual to account for all those in your group. If the fire is NOT obvious telephone the emergency contact number on the front door of the church or go round to the Vicarage; if a fire IS obvious please call 999 then the emergency contact number or go to the Vicarage. Normal procedures for a fire should be followed as per instructions in each of the halls.

Terms and Conditions of Hire

The Nature of the Event

- We do not hire our buildings out to: **profit making** organisations who sell to the general public, nor for **teenage parties** or for **discos**, or events where there is the likelihood of loud noise.
- Organisers of **large events**, which may be likely to attract 40 or more attendees, must ensure that advance notice is issued about **car parking limitations** (i.e. 40 marked bays plus 4 bays for disabled drivers) and alternative parking arrangements where necessary. Organisers will also be responsible for ensuring that no double-parking occurs and for directing cars to alternative parking facilities.
- **Jumble Sales**, by charitable or voluntary organisations, may only be held in the Winter Hall.
- **Themed parties** or events which may offend church members, e.g. Hallowe'en, will not be permitted.
- Halls may not be booked for **Sundays** unless linked to worship or a baptism which has taken place prior to the booking.
- **Games** which could cause damage to the building, especially to our ceilings, will not be permitted. Only sponge balls may be used. Bouncy castles are not permitted.
- **Radio microphones** - We need to be aware if users are planning to use their own radio/wireless microphone systems during a hiring, for the following reasons:
 1. These can interfere with the church's equipment if, for example, they are used at the same time as the church's radio microphones. Likewise, if two hirers are using radio microphones at the same time, they may interfere with each other. We will aim to avoid such conflicts where possible and reserve the right to refuse a booking if we believe this may be an issue.
 2. We need to be assured that any radio microphones or other radio transmitting equipment that will be used on our premises are compliant with government regulations and are either appropriately licensed or using licence exempt frequencies.

It is the hirer's responsibility to check and confirm such compliance. Indeed the relevant information can be found by searching for 'Wireless Microphones' on the Ofcom licensing web site at <https://www.ofcom.org.uk>.

The nature of radio/wireless equipment, and its widespread use, means that we cannot guarantee that users will not experience interference from other systems which are not under our control.

If you wish to come into the buildings in advance of your event to test your equipment, you may arrange this through our Operations Manager.

Is Alcohol to be consumed?

If **alcohol** is to be brought into the premises and consumed (e.g. for a quiz) you **must** apply for permission in writing from the Church Council **at the time of booking** by completing the form supplied (on request) by the Operations Manager.

Permission is granted on an event by event basis and is not guaranteed.

Alcohol may not be sold. If alcohol is to be served as part of an entry ticket, you must apply firstly to the Church Council for permission and, if granted, you will need to purchase a licence from the Local Authority. If a Temporary Event Notice (TEN) is required, the user must supply a photocopy to the administrator before the event.

We do not allow alcohol to be consumed in the Church itself.

What we expect of you and your group

- Users are expected to behave responsibly, to take good care of the premises, equipment and grounds, and to be considerate to neighbours and other users of the halls.
- To report to the office or our church representative anything that is in need of repair at both the **start** and **end** of hire.

- To clean tables, put furniture back where it belongs, **remove any rubbish from the premises** and wash, dry and **put away** utensils and crockery.
- To remove rubbish and sweep carpet in the Foyer if used by groups as a waiting area. Cleaning equipment can be found in the kitchen. A vacuum cleaner is available in the ladies' toilet.
- To ensure that children do not use the Foyer as a changing area if used by groups prior to joining a group or class. Please discuss this with the Operations Manager to see if a place of privacy can be made available.
- To prevent noise that could disturb neighbours or other hall users and enter and leave the building quietly.
- Not put drawing pins, **sticky tape or blue-tack on walls** or woodwork.
- To **supervise any games** played in the grounds, mindful of disturbing our neighbours.
- To prevent children's games in the Foyer on the steps leading up to the church and the ramp for safety reasons.
- Users should familiarise themselves with the **fire exits**, and be responsible for ensuring the exits and all escape routes are kept clear. A fire exit announcement should be made at the start of any event, and is the hirer's responsibility. Fire Exit doors should **not** be used as general doors for exiting and entering.
- **Turn off lights** as you leave the room which you have hired, and shut any doors and windows and make them secure.

The person making the booking should ensure that, if they are not to be present at the event, the person in charge at the event is made aware of all these terms and conditions.

Smoking is NOT permitted in any part of the building.

This includes vaping and e-cigarettes.

Repair of damage

The user will be required to meet in full the cost of professional repairs to premises, equipment or grounds that are damaged as a result of the hirer's use of the premises.

Insurance

All hirers are expected to provide insurance for their own activities. We wish to clarify that the church insurance will not cover your activity for incidents where the church or church members are not liable.

When booking

- Halls may be hired for a wide range of meetings or activities. Please note that Monday to Friday bookings should end by 10pm and Saturday bookings by 10.30pm.
- All bookings should be made on the relevant form and taken or emailed to the Church Office, or sent by post, marked 'Booking'.
- At the time of booking a hall, hirers for single events will be required to pay a deposit of £50 against possible damage or breakage. This cheque should be made payable to **St. Andrew's Church** and will be destroyed after the event, provided no breakage or damage occurs and everything has been left clean and tidy. If you wish to pay the deposit by BACS, please contact the Operations Manager for details.
- Your booking time should include any setting up and clearing down time that you may need. Otherwise your access may be restricted by other users.
- Events expected to attract large attendances and or have been booked to take over the whole building are strongly encouraged to book a Special Events Host. This person would be the main point of contact, and be present periodically to liaise between the organisers and the St. Andrew's team on any issues arising.

Examples include ensuring access across the complex, the readiness of facilities or the availability of church heating (if pre-booked). The cost of the Special Events Host is £60 per event.

Pre-visit

If a visit to the building ahead of any booking would be helpful, please contact the Operations Manager to make an arrangement.

Contacts

It is vitally important that we have up-to-date contact details of individuals within your organisation, namely those who oversee the booking arrangements and those who take care of paying our invoices. Therefore, please ensure that your individual and organisation's contact details with email and mobile / landline purposes are maintained and up-to-date. This information will not be used for any purpose other than the booking / s made.

Opening and Closing

The halls are normally open during the day and will be locked after the last booking has finished. For other times a key holder (whose name appears on a notice in the halls complex entrance window) will attend to unlock the halls for you and lock afterwards. If you decide to leave early and there are no other people in the halls, **please call the key holder listed.**

If for any reason the key holder listed is not contactable, please refer to the four other emergency contacts listed on the halls complex entrance window.

Making payment

Single event hirers are expected to pay the full fee within **28 days of the event.**

Regular hirers will receive a monthly invoice **which should be paid within 28 days.**

New regular hirers will be asked to pay the first month in advance.

When making payment by cash, cheque, or BACS, would you **please quote the relevant invoice number.**

Cancellation

The Church Council retains the right to cancel individual or regular bookings and we will give as much notice as is possible to the hirer normally at least 7 days.

The Church Council also has the right to cancel or curtail a booking in the event of actual or expected evasion of these conditions of use, or the non-payment of monies on overdue invoices.

Hirers are required to give 7 days' notice of cancellation to the bookings secretary **or the full hire fee will be payable.**

Safeguarding at St Andrew's

St. Andrew's Church has adopted and implemented the following policies:

- The House of Bishop's Safeguarding Policy Statement 'Promoting a Safer Church'
- The procedures and guidance of The Church of England's Parish Safeguarding Handbook
- Safer Environment and Activities

Part of The Safer Environment and Activities guidance sets out the following in relation to hire of premises:

When letting parish buildings to third party groups the St Andrew's Church Council will take all reasonable steps to ensure that the group's proposed activities do not present a safeguarding risk. In addition to its importance in meeting the Church's commitment to safeguarding, this is required to avoid the possibility that, if an incident occurs, the Church Council's insurance cover in relation to public liability would not be affected. To that end:

- the third-party group will take all reasonable steps to ensure that no person is at risk of harm in the course of the group's activities (including by conducting its activities in accordance with best safeguarding practice); and
- the activities of the group are covered by an insurance policy providing public liability cover in respect of any claims arising out of the group's activities in relation to children and vulnerable adults taking part in its activities; and
- the group hiring the premises have a safeguarding policy that is the equivalent to the parish's policy. If they do not, then they should be invited to sign up to the parish's safeguarding policy, including the Code of Safer Working Practice, as part of the letting agreement.

It is a legal requirement that anyone working with children under 18 or with vulnerable adults needs to abide by 'Safer Recruitment' and where necessary have clearance from the Disclosure and Barring Service (DBS). By signing our Hire application form, those organisations working with children and young people, under the age of 18, confirm that they understand and will adhere to the policies, procedures and recommendations contained in the policy statement below.

If your own organisation has a standard policy this should be attached to the hire agreement and will be kept on record.

We have appointed **Carol Williams** and **Felicity Lusted** as our Church Safeguarding Officers (CSO) and if you have any enquiries regarding these Safeguarding matters you should speak with one of them. Their contact number is 07955 804104.

Data Privacy

For full details of how we protect your personal information, please see our website <https://www.standrewspw.org.uk/gdpr/>