

ST THOMAS A BECKET, RAMSEY

Hire of Church Premises

Conditions of Hire

1. St Thomas a Becket Church is a Christian place of worship and any organisation or individual wishing to hire the church or its facilities must respect this and guarantee not to undertake any activity which is incompatible with this.
2. The Parochial Church Council (PCC) will not hire the premises to anyone under 18 and reserves the right to refuse any application for hire.
3. Any letting must not interfere with the primary activity of the church.
4. All applications must be made in writing on the enclosed form and accompanied by a 25% deposit. Applications will not be accepted more than 52 weeks in advance. Once an application is accepted the hirer will receive a receipt and confirmation of the booking. The balance must be paid at least 30 days before the hire date.
5. The hirer may cancel a booking by giving 14 days notice in writing. Where a booking is cancelled less than 14 days before the hire date then the deposit shall be forfeited.
6. If, for any reasons beyond their control, the church has to cancel a booking then all money paid will be refunded but the church will not be under any liability to the hirer for any loss or damage they may incur as a result of such a cancellation. Hirers therefore may wish to investigate taking out cancellation insurance.
7. A church representative will attend at the start in order to facilitate access and deal with any queries and also at the end for locking up. The hirer will be provided with a contact number for a church representative.
8. Smoking and vaping are not permitted within the church, which includes the porch.
9. Any promotional literature must be approved by the church/ PCC

Legal requirements

1. It is the responsibility of the hirer to take out public liability insurance and details of this must be provided with the booking form.
2. The hirer must comply with the regulations of the Performing Rights Society and must ensure compliance with all copyright .
3. It is the responsibility of the hirer to undertake a risk assessment for the event which must be submitted 30 days before the event.
4. In the event of an accident details must be entered in the Accident Book which will be made available.
5. The hirer may not sub-let or assign the letting.
6. Hirers must 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 and the church shall not be responsible for any breach of these.
7. No excisable liquor shall be sold.
8. The premises are not to be used for any gaming or games of chance without the express permission of the PCC.

Church Responsibilities

1. The church will take reasonable steps to ensure that the building is in a clean, tidy and safe state before the commencement of the hire.
2. The church will ensure that church electrical equipment is tested in accordance with health and safety regulations.
3. The church will provide the hirer with a copy of the evacuation procedure.
4. The church will make the hirer aware of the nearest emergency facilities and church postcode.

Hirer's Responsibilities

1. Hirers are responsible for the electrical safety of any equipment brought on to the premises and only standard 13 amp sockets are available.
2. Hirers are responsible for the safety of any non-electrical equipment brought into the church.
3. No church property may be taken outside the building.
4. No nails or fastenings may be put in to or on to any wall or other fitting or furniture. This includes the use of blutac and Sellotape.
5. The hirer shall repay to the PCC the cost of reinstating, replacing or repairing any parts of the building, including fixtures, fittings and contents, which have been removed or damaged as a result of negligence by the hirer or their attendees.
6. With the exception of chairs, furniture must not be moved or relocated without prior consent.
7. The hirer must ensure compliance with all current legislation, including but not limited to Safeguarding, the Disability Equality Act and Prevent legislation. The responsibility for implementing safeguarding policies rests with the hiring organisation and not with the PCC. We require all hirers of our premises to either
 - a) have their own safeguarding policy and procedures and to provide PCC with an assurance that these are implemented and to provide us with a copy.
 - or
 - b) Sign to agree to abide by our church safeguarding policy and procedures to ensure children and vulnerable adults are protected at all times.
8. The hirers must make their own provision for First Aid
9. The hirer must provide sufficient stewards to ensure an orderly admission and evacuation of the premises and the preservation of order and safety during the event.
10. The church must be left in a clean and tidy condition. The hirer is responsible for the removal and disposal of all refuse.