Christ the King Centre, Battyeford

Letting Policy

Battyeford Parochial Church Council (PCC) is the governing body with responsibility for the buildings and grounds at Christ the King.

Purpose of the Policy

To provide premises to be used for the benefit of the whole community of Battyeford whilst ensuring that the church discharges its function with respect to services and activities.

Availability

- The premises shall be available for use by the community whenever possible within the conditions of this policy provided that the congregation of Christ the King has priority of use within reasonable notice.
- Specialist facilities such as sound system, catering, overhead projection etc will be available by agreement so long as they are included in the hiring arrangements.

Responsibilities

Christ the King

- The PCC will provide the agreed facilities in good working order for the period of the letting.
- The PCC shall not be liable for loss or damages whatsoever if the premises should be unavailable on the day of hire because of flood, fire, strike, lockout, work to rule, act of God or any similar cause.
- If deemed appropriate by the PCC regular users may be given a key to the premises on the proviso that it is left clean and tidy.
- First Aid Boxes are located inside the main door and in the kitchen. However, hirers are asked whenever possible to provide their own. A defibrillator is located on the outside wall in the car park.
- There is no public telephone in the building
- The PCC reserves the right to refuse a booking.

Hirer

- 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.
- The hirer shall be responsible for the conduct of persons attending the function for which the premises or parts thereof has been let ensuring that Security, Fire and Health and Safety requirements are met.
- The hirer shall be responsible for ensuring that the number of people attending any function shall not exceed that agreed at the time of booking.
  In the case of events where seats are used the passages or gangways must be preserved clear and unobstructed.

- The hirer shall ensure that there is a responsible adult(s) present and able to supervise at all times during the letting.
- The hirer is required to leave the premises and the fixtures and fittings there in in clean good order. The hirer will be required to reimburse the PCC with the cost of making good any damage to property which may result from a letting or any additional cost incurred in cleaning the premises after a letting.
- Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require NO permanent fixings that would damage or disfigure any part of the premises. Chalk, resin, paint or polishing materials are not allowed to be used on any floors in the hired premises.
- The electrical and mechanical installations of the premises are not to be supplemented or altered and any specialist equipment is only allowed by agreement at the time of booking. Any such equipment into the premises must meet relevant safety requirements and must be removed immediately after the letting.
- For specialist activities the hirer must, before a booking can be confirmed, assure the PCC that those in charge are suitably qualified, the correct equipment is being used, all appropriate guidelines, codes of practice (statutory or otherwise) are being observed and the hirer has the necessary insurance which will reimburse the PCC for any damage or loss resulting from the activities.
- All public entertainment must be overseen by a manager nominated by the hirer. All managers of events open to the public must be familiar with the conditions of the licence and in particular with the fire safety regulations. Managers must ensure that there are adequate attendants able to maintain good order.
- The piano and organ may be used only with prior approval. The cost of any prior agreed tuning will be borne by the hirer.
- The premises need to be left as found. This includes the moving of tables and chairs.

Catering Facilities

Separate charges are made for the use of the premises catering facilities. Where these facilities are used the following conditions must be observed

- Church crockery, cutlery, tea towels and the dishwasher can only be used by prior agreement.
- All tables must be washed after use.
- All rubbish and left-over food must be taken away.
- Kitchen facilities must be left clean and tidy in the state in which they were found.

Charges

- Rates for the use of centre are set by the PCC and reviewed annually.
- The schedule of charges agreed by the PCC is available with the booking form.
- Payment will be in advance unless otherwise agreed.
- Payments for multi lets will be on a termly/monthly basis unless otherwise agreed.
- The PCC has no obligation to make any refund on cancellation of a booking by the hirer. Discretion by the Standing Committee may be granted by the PCC for fees.

General

- Smoking is prohibited throughout the building.
- Alcoholic drinks are only permitted for private consumption to be sold if a relevant licence is held by the user group for the sale of these drinks
- Any form of gambling proposed to take place on the premises must be referred to the PCC in advance to ensure it is in keeping with the church ethos.

Insurance

- The insurance policy of the premises does not extend to a hirer's liability. It is the responsibility of the hirer to take out effective insurance to cover any liability. It is recommended that third party insurance and employee cover, where necessary, be for a sum of not less than £500,000.

Legal Issues

- The hirer will be responsible for satisfying any condition imposed by statute, bye-law or otherwise in respect of any event or performance to be held on the premises and for obtaining any requisite licence, performing right, copyright or permission thereof.
- The hirer has the responsibility to ensure that the rules, regulations and policies of the PCC are adhered to.
- The hirer is forbidden to use, or allow the use of the premises or grounds for any illegal or immoral purpose.
- The sub-letting of the premises or any part thereof is prohibited.
- The hirer shall not carry on any such activity as to cause nuisance or annoyance to other users of the premises or in neighbouring or adjoining premises.

Compliance with Regulations

- Failure to comply with any of the foregoing regulations, whether intentionally or not, may be deemed to be just cause for immediate cancellation of any letting or series of lettings.
- By signing the application form the hirer, on behalf of their organisation, is deemed to have read and accepted all the conditions as set out in this document.