

Halls Letting Policy

Christ Church Bedford



Version 1.01



Forward

Christ Church Bedford is providing a new set of halls for our church and the local community. We are a worshipping community in the heart of the Castle Road and Devon Park area and we want to share God's love through the way we welcome people into the buildings, whether it's to join us in worship or to an event for our local community.

Revision history

Version	Date	Comment / Update summary
1	9 September 2018	Original version
1.01	3 October 2018	Change of address and reference to 'Christ Church halls'

Purpose

The purpose of this policy is to set out the basis on which the Christ Church Bedford (“CCB”) halls and facilities may be used by a third party (the “Hirer”) when not required by the church.

Background

CCB offer a commitment to both support and develop opportunities with the local community.

The CCB halls are available for use by the community when not planned to be in use by CCB. The halls consists of a number of spaces which can be made available for hire. At all times the facilities will be managed by CCB and users will be expected to abide by the terms and conditions of the hire agreement.

This Policy document takes into account consideration of The Equality Act 2010.

General

A Hiring Agreement (“the Agreement”), as set out in Appendix A, will be completed for each booking. The person signing the Agreement shall be known as “the Hirer” and is responsible for adhering to the terms and conditions as set out in this Policy document. The Hirer will have capacity to enter into the Agreement. CCB will be responsible for providing facilities as agreed in good working order throughout the letting period.

CCB retains control, possession and management of the accommodation and the user has no right to exclude others from the premises.

Ground floor – main hall (room 7)

The main hall is the largest space measuring 102m². The space has an external access and dedicated toilet and

baby changing facilities. Accessible disabled toilets are available for use.

As an option, the main hall can be used simultaneously with room 2 and the kitchen.

First floor – prayer room (room 1)

Room 1 measures 33m² and is located on the first floor. Disabled access is available using a lift with toilet and baby changing facilities which are shared with other users. The first floor kitchenette is available for hire simultaneously with this room.

Ground floor – room 2

Room 2 measures 33m² and is located on the ground floor. The space is partitioned from all other areas with dedicated disabled access and is available for hire simultaneously with the kitchen. Toilets and baby changing facilities are shared with other users.

Ground floor – room 3

Room 3 measures 40.5m² and is located on the ground floor. If hired with room 2 dedicated disabled access is available. The room is available for hire simultaneously with the kitchen. Toilet and baby changing facilities are shared with other users.

First floor – room 4

Room 4 measures 27.5m² and is located on the first floor. Disabled access is available using a lift with toilet and baby changing facilities which are shared with other users. The first floor kitchenette is available for hire simultaneously with this room.

First floor – room 5

Room 5 measures 27.5m² and is located on the first floor. Disabled access is available using a lift with toilet and baby changing facilities which are shared with other users. The first floor kitchenette is

available for hire simultaneously with this room.

First floor – room 6

Room 6 measures 29.5m² and is located on the first floor. Disabled access is available using a lift with toilet and baby changing facilities which are shared with other users. The first floor kitchenette is available for hire simultaneously with this room.

Safeguarding

The Hirer is responsible for implementing the Safeguarding policy (as set out in Appendix B). The policy will ensure that the Hirer is aware of the measures applicable for their event.

Health and safety

The Health and Safety at Work Act 1974 and the regulations made under it apply to CCB. CCB has undertaken risk assessments for activities within the CCB halls whereby the Hirer will be responsible to implement reasonable mitigations as set out by the Agreement.

Accessibility

The CCB halls lift is for the use of access to the first floor for those known to have accessibility issues. The Hirer is to identify if the lift is required during the letting period. A CCB representative will provide sufficient information for safe use of the lift.

Food safety

Where the Hirer has use of the kitchen facilities, the Hirer is responsible for the preparation and handling of food and is subject to Food Standard regulations.

Kitchen

Additional kitchen facilities are available to Hirers. It is the Hirer's responsibility to inform all caterers, contractors, and others employed by the Hirer to comply with the Health and Safety policy set out in Appendix C and to observe such reasonable instructions as may be given

to them by a CCB representative. The Hirer is required to remove and clear away all their articles and property by the end of the period for which the kitchen is hired.

Hours of use

The halls will be available for use for the following times unless where CCB events or other events are planned:

Monday – Saturday 8.00am – 10.00pm

The Hirer may include up to one (1) hour additional time for clearing the space beyond these hours. This will be included within the letting period.

The CCB halls may not be available during the Christmas and Easter holidays or other major Christian festivals.

Legal

The Hirer will comply with the Licensing Act 2003. The Hirer will obtain music, performance licences and copyright where required. The Hirer shall be fully responsible for identifying and obtaining any entertainment licences or any other permission required. The Hirer indemnifies CCB from any action whereby licences have not been granted.

Parking

The CCB halls has no dedicated standard parking facilities. Three (3) disabled parking spaces are available for the use of the Hirer.

The use of the CCB car park is available to the Hirer but is not part of the Agreement. Where the Hirer uses the car park, he will be ready to vacate in case of an emergency CCB requirement.

CCB accepts no liability for vehicles parked in the CCB car park or surrounding area. The Hirer is to ensure that the parking will be considerate to the local residents and where requested will move vehicles.

Chargeable rates

Rates for the hire of rooms will be reviewed by CCB periodically. Regular hirers may be subject to increased rates, following an assessment of rates by CCB for which reasonable notice will be given, where the hiring period extends beyond the period of review.

A CCB representative will confirm at the time of enquiry the rate per room applicable for the duration of the booking.

Bookings

Bookings of the CCB halls will be administered by a CCB representative. This includes the acceptance and declining of bookings in consultation with the Incumbent and members of the Standing Committee of the PCC if necessary. Where a booking dispute arises, the CCB Warden will act as final arbiter if required.

Bookings can be accepted for single, multiple or regular events. For multiple or regular hirers CCB will inform the Hirer with four (4) weeks' notice if the room is required for CCB's own use. Where a notice is given, CCB will seek to provide alternative arrangements.

Refusing bookings

The CCB Representative may refuse bookings from any group or activity applying for use or refuse future use of the building to any group or activity which in the CCB representative or CCB's opinion may not have previously complied with the conditions of use.

CCB reserve the right to terminate any letting where there is evidence that the Hirer is in breach of any of the terms and conditions of hire or effects unnecessary damage to the facility.

Enquiries

An enquiry will not be formalised into a booking until a deposit and the completed Agreement have been provided and

receipt is acknowledged by CCB. Until such time the CCB representative will make the booking time available for other enquiries. Once the booking is made the Hirer is subject to the terms and conditions of the Agreement.

Concessionary bookings

Concession rates may be provided to non-profit groups or charities. This will be applied at the discretion of CCB.

Concession rates are available for bookings where the Hirer books multiple rooms, including the kitchen, or for regular or multiple events. Confirmation of the concession will be provided at the time of booking if requested by the Hirer.

Where no hall booking has been taken and suitable capacity is available, organisations supported by CCB may use a room for a one-off event for a donation which will be agreed by CCB or by the CCB Representative.

Deposit

The Hirer will provide the agreed deposit for the booking.

Deposits are paid in advance for one-off bookings to reserve the booking and to ensure the room is left clean afterwards. This is given in the form of a cheque, cash or electronic payment which is returned after the event if the room is left as it is found. This can be waived at the CCB representative's discretion where it may appear inappropriate.

The deposit will be agreed at the time of booking and is non-negotiable.

Money will be deducted from the deposit if: the Hirer continues to occupy the space beyond the hire period (a penalty of 50% will be added to the normal hourly charge); areas are not cleaned properly (cost of cleaning will be £15 an hour); and to cover any breakages during the period of hire. The Hirer is also liable for any damages greater than the deposit.

Balance payment

The balance of payments of single or multiple users will be due fourteen (14) days before the hire date. The deposit is returned to the Hirer when the premises have been cleaned and tidied, rubbish taken away and the halls assessed for damage by CCB.

Regular users will settle accounts monthly.

Insurance

The Hirer will provide confirmation of the required insurance provisions for during the period of hire on or before the final balance payment date.

The Hirer is responsible for ensuring where he is hiring others, such as but not limited to, toys and play equipment, party entertainers, professional caterers or musicians that they have their own public liability insurance and any other specific insurance as may be required.

The insurance effective by CCB does extend to the Hirers liabilities. CCB accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the CCB halls.

Responsibility and limitations

The Hirer will:

- return the rooms and toilet facilities to CCB in a clean and tidy state, as provided;
- remove all rubbish from site and not use the CCB waste and recycling bins unless specifically agreed with a CCB representative;
- be responsible for the behaviour of his guests, all breakages; and damage during the period of hire;
- consider the noise and environmental effects upon the local neighbourhood that may affect CCB's reputation within the community;

- not permit smoking or use of illegal substances within the CCB halls or CCB grounds;
- not permit animals, save service animals or where explicit permission is provided by the CCB representative, within the halls;
- not use the lift unless provided with instruction by a CCB representative for its safe operation;
- not use adhesive or fixings, including but not limited to Blotak, which will damage the fabric of the CCB halls;
- shall not carry out any alterations to the CCB halls, including lighting, heating or decoration;
- ensure that all guests and hall users are aware of the applicable policies;
- not assume any changes have been agreed to the agreement unless where a variation to the agreement has been established and approved in writing by the Hirer and a CCB representative;
- indemnify CCB against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the Rules of this Policy; and
- refer any disputes relating to hire of the CCB halls in writing to CCB Parochial Church Council.

CCB has appointed a responsible person who has carried out a fire risk assessment covering the church and CCB halls. Additionally, regular or multiple Hirer's will:

- appoint a responsible person to liaise with CCB on fire safety measures;
- support the production of risk assessments;
- implement agreed mitigation actions to reduce fire hazards and preparedness; and
- as necessary, provide information to update emergency planning policies.

The Hirer's event will not consist of:

- An instruction or worship of a faith that conflicts with CCB's. (Other faiths may use the building for non-religious events);
- martial arts;
- yoga;
- anything which is based upon other faith roots;
- ball games except with foam balls;
- noise which would mean CCB could not hire an adjacent room; or
- noise which would affect a local resident after 10.00pm.

CCB Representative within 3 working days of the expiration of the Hire period.

Termination

Termination by CCB

CCB reserve the right to terminate the Agreement where the Hirer:

- does not adhere to the terms and conditions of the Agreement;
- does not make the final balance payment within the timeframe set out at the time of booking.

In such cases, the deposit will not be refunded.

Termination by the Hirer

The Hirer may terminate the agreement:

- if the rate of hire increases for regular bookings following a CCB rate review;
- by providing CCB two (2) weeks' notice of termination in writing.

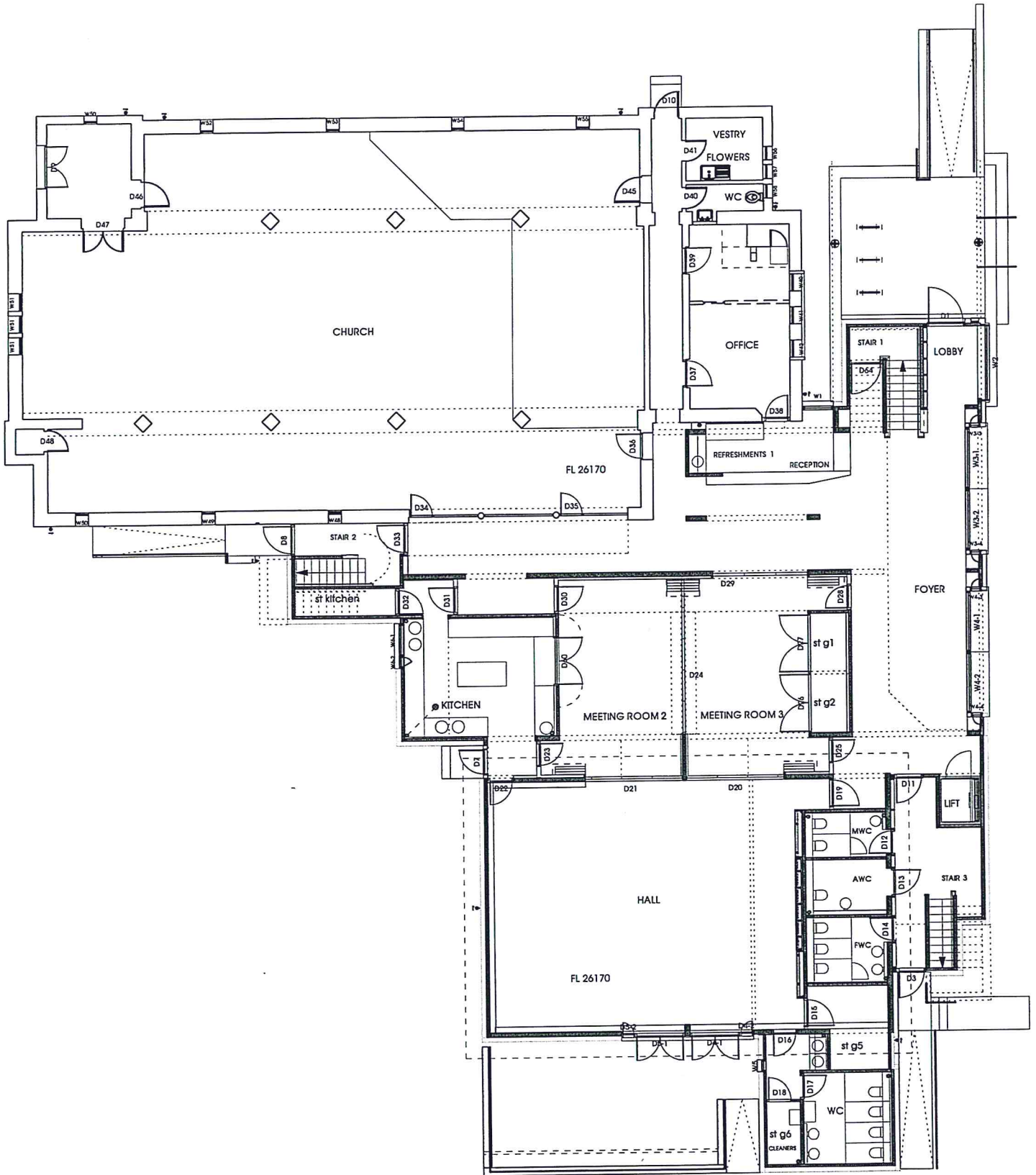
In such circumstances, the Hirer shall compensate CCB for any loss suffered by it as a result of the cancellation.

Assignment

The benefit of the Agreement is personal to the Hirer and shall not be assigned, sub-contracted or disposed of in any way without the written permission of CCB.

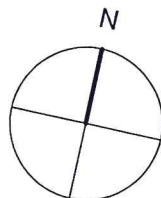
Complaints

Any complaints arising out of the Agreement will be made in writing to the

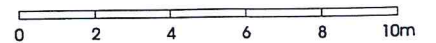


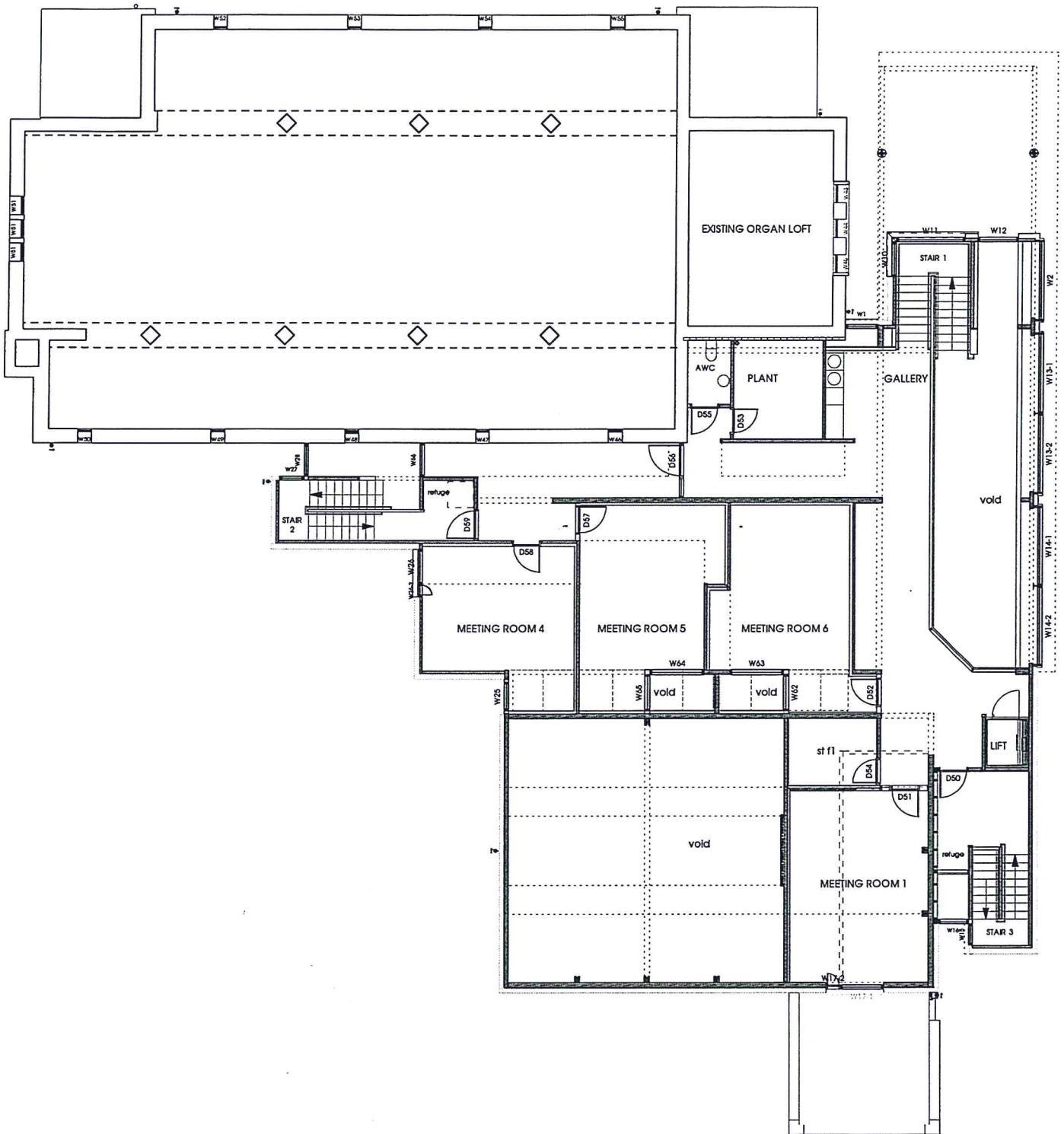
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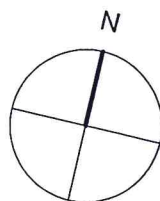
GROUND FLOOR PLAN 1:200 @ A4





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FIRST FLOOR PLAN 1:200 @ A4

