

**The Parochial Church Council of St Anne, St Anne's on Sea (Heyhouses)  
(The PCC)**

**Premises Hire Policy**

**1. Introduction**

- (a) The following document sets out the Lettings Policy in relation to the letting of the Parish Rooms of the PCC of **St Annes Parish Church**. The premises include:

**The Hall, Room 1, Room 2 and the Meeting Room.**

- (b) A Premises Booking Form, which is available from the Parish Office, must be completed and signed in respect of every booking of the premises. The person signing the Premises Booking Form 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 18.

**2. Primary Intent**

- (a) The Church and Parish Rooms of **St Annes Parish Church** are important buildings, and a significant part of the history and the heritage of the parish. The PCC and its Officers are responsible for maintaining them for use and enjoyment by future generations.
- (b) The PCC is committed to enabling community use of its facilities in line with its own Mission Statement and priorities.
- (c) We consider that our buildings, and use of them, are part of the mission of the church in this parish and welcome use of the building by groups of all faiths and none where they do not conflict with our own Christian faith and belief.
- (d) As a parish we have our own policies and procedures to ensure the safety and security of all who use the facilities. Groups which hire the hall should be able to show that they have similar policies and procedures and insurance in place.
- (e) The PCC reserves the right to use the facilities for church related functions when reasonable notice is given.

**3. Letting Restrictions**

- (a) We will not accept bookings for activities which 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 Church reserves the right to refuse requests for hire by groups or for activities which, in the opinion of the Church, are either contrary to the purposes and beliefs of the Church of England, or where the Church considers that such use or activities may cause offence, on grounds of their religion or belief, to a significant number of Christians. No acts of worship, other than Christian worship, are permitted on the premises.
- (b) Lettings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event.
- (c) We will not normally hire out the premises for any parties which will involve large groups of teenagers or young adults between the ages of 14 – 21.

- (d) We do not, for safety reasons, allow the use of 'Bouncy Castles', or similar inflatables, on the premises.
- (e) 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, e.g. where a live band is involved.
- (f) All events are to **finish by 10.30pm**, (unless agreed otherwise with the churchwardens) with the premises to be empty by **11.00pm** The premises will be available to the Hirer 15 minutes before the beginning of the booking time, and must be vacated 15 minutes after the end of the booking.
- (g) The benefit of a booking may not be assigned or transferred, in whole or in part, to any other person or party.

#### 4. Charges

- (a) A notice of charges levied and conditions relating to the charges forms part of the Premises Hiring Agreement. This can be obtained from the Parish Office during opening hours ( Mon-Fri, 9.30 am-12 noon ). The schedule of charges will be reviewed on an annual basis.
- (b) A discount will apply to Church members in relation to the hiring of any room in the Parish Rooms.
- (c) 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. In the event of the PCC cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.

#### 5. Access and Security

- (a) All lettings 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.
- (b) For the safety of everyone in the building, the security door must remain closed and locked at all times. Anyone failing to adhere to this is in breach of their hiring agreement and could be held responsible should an incident occur on the premises.
- (c) A lift is available for use by the disabled or infirm. It is designed to carry one wheelchair plus one carer only and **must not** be used by unaccompanied children.
- (d) 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. 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.
- (e) 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

- (a) 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. Each hirer should have their own first aid kit, but first aid boxes are also located in the building as follows:

**On the windowsill in the kitchen upstairs.  
On the worktop in the kitchen downstairs.**

- (b) Any accident involving personal injury must be reported to the Parish Administrator and be recorded in the Accident Book located in the Foyer.
- (c) 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:

<b>ROOM</b>	<b>MAXIMUM NUMBER</b>
<b>Hall</b>	<b>100</b>
<b>Room 1</b>	<b>50</b>
<b>Room 2</b>	<b>50</b>
<b>Meeting Room</b>	<b>12</b>

- (d) The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met. All Hirers are expected to familiarise themselves with the fire procedure and evacuation routes on display.
- (e) Any spillages must be cleared up immediately to avoid slipping and a wet floor sign displayed.
- (f) Suitable, proprietary step ladders are available for working at height. Hirers are responsible for using them in a safe and appropriate manner.
- (g) There are no public telephones in the premises, therefore the Hirer must ensure that he/she has access to a mobile telephone in case of emergencies.
- (h) A defibrillator is located across the road at Headroomgate Nursing Home.
- (i) 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.
- (j) The Hirer is not permitted to bring in supplementary heating appliances.

## 7. General

- (a) A strict **No Smoking Policy (including e-cigarettes)** applies to all rooms (including toilets) in the premises and to the entrance and immediate area outside the building.
- (b) The sale of alcohol is not permitted on the premises.

- (c) Any advertising material must be submitted to the Parish Administrator for approval by the Incumbent and, if needed, the Standing Committee of the PCC. All such material must clearly display the name of the person or organisation responsible for the event.
- (d) Only assistance dogs are permitted inside the building.
- (e) No adhesive or fixing material may be used on the walls which may damage the fabric of the premises.
- (f) 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 is to be deposited on the ground outside the premises or in the car park.
- (g) The PCC reserves the right to dispose of any property left behind without prior agreement, after the period of authorised use.

## **8. Car Park**

- (a) The use of the Parish Rooms car park is available to Hirers, but is not part of the Hiring Agreement and Hirers must be ready to vacate in case of emergency church needs.
- (b) The car park is limited to **8** places including **1** designated disabled space and parking is strictly at the owner's risk. The PCC can accept no liability whatsoever for cars parked in its car park. Additional parking is available on the surrounding roads.

## **9. Responsibilities**

- (a) The PCC will be responsible for providing facilities as agreed in good working order throughout the letting period.
- (b) 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.
- (c) All hirers of the Parish Rooms are responsible for carrying out their own Risk Assessment before using the rooms. A copy of the Parish Rooms Risk Assessment can be found on our website at **[www.stannesparishchurch.org](http://www.stannesparishchurch.org)** or can be obtained by visiting the Parish Office during opening hours.
- (d) 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 responsible for the orderly behaviour of guests/members on the premises.
- (e) The Hirer shall ensure that there are sufficient staff available to supervise any children and young people involved.

The current guidelines are:

**For 0 to 2 years – one adult to every three children (1:3)**

**For 2 to 3 years – one adult to every four children (1:4)**

**For 3 to 8 years – one adult to every eight children (1:8)**

**For 8 years and over – one for the first 8, then one for every additional 10 children.**

**NOTE young people under 18 count as children not adults. If you have a number of young people helping you will need more adults not fewer.**

Children under the age of 12 **must not** be allowed in the kitchen or on the stage without adult supervision.

- (f) The Hirer is responsible for the setting up, and the putting away afterwards, of any tables and chairs that are used and must leave the premises in a clean and tidy condition. Losses, breakages and any damages must be reported, and paid for in full. Hirers may rearrange tables and chairs in the premises, but must restore them to their original places immediately at the end of the letting.
- (g) 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. Kitchen Use/ Refreshments**

- (a) Use of the kitchens in the premises must be separately approved. Kitchens may be used for the preparation of tea/coffee and refreshments by approved personnel and with the prior agreement of the Parish Administrator. It is the responsibility of the Hirer to ensure that any persons using the kitchens are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. All hirers must provide their own tea towels and any crockery or kitchen utensils used must be cleaned, dried and put away after use. The kitchens must be left in a clean and tidy condition. Any breakages must be reported immediately to the Parish Administrator and may be subject to an additional charge.

## **11. Insurance**

- (a) It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effected 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. It is essential that the hirer obtains adequate Public Liability Insurance for the hiring.

## **12. Legal Requirements**

- (a) The Hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright. The Hirer shall be fully responsible for obtaining any such licences or any other permission required, always providing that no such application shall be made without the approval of the PCC.

## **13. Safeguarding**

- (a) The PCC has adopted the Diocese of Blackburn's Safeguarding Policy and it is the responsibility of the Hirer to either provide a copy of their own safeguarding policy before the letting is agreed or obtain a copy of the PCC policy available from the parish office and sign the codicil to the letting agreement that they are willing to abide by it.

## **14. Compliance**

- (a) 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.

- (b) Failure by the Hirer to comply with any or all 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.

## **15. Administration**

- (a) Bookings of the premises will be administered by the Parish Administrator. This includes the acceptance or rejection of bookings in consultation with the Incumbent and members of the Standing Committee of the PCC if necessary. The Incumbent will act as final arbiter if required.