



# St Anne's and St Andrew's Joint Council

**Policy Number: 1**

**Policy Title: Lettings and Space Use of Shared Building**

**Approved: 23rd February 2016      Date for review: May 2017**

**1. Use of the Building**

- 1.1. The Joint Council Policy for use of the Church (worship space) is for Christian worship and occasional other recital / conference use. It is formally dedicated for Christian worship.
- 1.2. The Rotunda is for inter faith, church and community use and is primarily a place of meeting, interaction, study and dialogue. While that which is often called 'multi faith worship' does not happen within this space - there is cross faith exploration of shared silence held here monthly, together with occasional events and courses on the spirituality of different religions and traditions.
- 1.3. It has been our practice since 2000 to let:

<b>Church</b>	Christian acts of worship Meetings Conferences Seminars Musical events	Children's groups Exercise classes Displays
<b>Rotunda</b>	Musical events Children's classes Meetings Conferences Seminars Workshops Refreshments	
<b>Committee Room and Library Space</b>	Meetings Conferences Seminars	Refreshments
<b>Hall</b> ( <i>this is only the hall space the hall kitchen and toilets are only available to the leaseholder nursery.</i> )	Long Nursery Leases Meetings Conferences Seminars Exercise classes Children's parties Workshops Refreshments	

- 1.4. The Space is available for let, subject to availability, to community groups, including mainstream political parties, provided they further the charitable purposes of the Joint Council – and can adhere to the policies of the Joint Council; including Equal Opportunities.
- 1.5. Christian Religious Worship and Occasional Offices will take precedence over other events.
- 1.6. Bookings will not be taken in any space on Holy Days including Christmas Day, Good Friday and Easter Sunday.
- 1.7. No bookings will be taken on other Holy Days without firstly confirming with the St Anne’s Vicar and St Andrew’s Minister, including Ash Wednesday, Holy Saturday, Palm Sunday, Holy Week and Christmas Eve.
- 1.8. Permission for any event to take place in the Church must be confirmed with St Anne’s Vicar and St Andrew’s Minister.
- 1.9. Worship of other Christian Communities must be approved by the necessary authorities within the member churches.
- 1.10. Other organisations (including members of the congregations) of the Church of England or the United Reformed Church who wish to access church discount must be confirmed as non-commercial ventures, and be approved events of these churches.
- 1.11. Other Faith Groups or Community Organisations who wish to access Inter Faith discount must be confirmed as non-commercial ventures, and be approved events of LIFC Charity.

## 1. **Serving of Alcohol and other drugs**

- 1.1 The premises are not licensed; therefore Alcohol is not permitted to be sold.
- 1.2 Alcohol however may be served at parties or events provided it is not sold, and full responsibility is taken by the hirer.
- 1.3 No smoking is permitted in the buildings. Persons may smoke in the car park; however it is the responsibility of all users to ensure that no cigarette butts are left.
- 1.4 Use of illegal substances is not permitted. In the event that a person is found using illegal drugs the police shall be called.

## 2. **Parties**

From time to time, and at the discretion of the Joint Council:

- 2.1 The Rotunda and the Hall (*no kitchen, hall only*) are available for the use of Children's Parties. A deposit and an additional cleaning surcharge will apply for all parties.
- 2.2 Adult parties may be allowed in the Rotunda and the Hall (*no kitchen, hall only*) provided the hirer can guarantee that they will vacate the property no later than 9.30pm and that guarantee for responsible oversight of the party can be given.
- 2.3 No bookings for teenage parties will be taken.

### **3. Terms of Hire**

- 3.1 THE HIRER shall pay as a deposit at least one third of the cost of the booking. Such deposit shall only be refundable to the Hirer in the event of the Joint Council cancelling the booking. The Joint Council reserves the right to cancel the booking if exceptional unforeseen circumstances arise.
- 3.2 THE HIRER shall pay the balance of fees due at least 7 days before the event, as may be directed by the Joint Council. If the Hirer wishes to cancel the booking and the Joint Council is unable to arrange a replacement booking, the Joint Council may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the Joint Council cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded. Failure to pay will result in booking being cancelled.
- 3.3 THE HIRER shall ensure that the Rules (if any) governing the use of the premises are complied with.
- 3.4 THE HIRER shall during the period of hiring, be responsible for the supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway and access to the carpark.
- 3.5 THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the Joint Council.
- 3.6 THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lie against the Hirer or his/her organisation whilst using the premises.
- 3.7 THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.
- 3.8 THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

- 3.9 THE HIRER shall indemnify the Joint Council in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
- 3.10 THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
- 3.11 THE HIRER acknowledges that no tenancy is intended to be created between the Joint Council and the Hirer and no relationship of landlord and tenant exists between them.
- 3.12 THE HIRER is expected to pay a surcharge for cleaning at any event where food or drink is served.
- 3.13 THE HIRER is responsible for the moving of any furniture required for their event and for its return to its correct place at the event conclusion.
- 3.14 THE HIRER is responsible for ensuring the premises are left in the state they were found ensuring all rubbish is removed and floors swept.

#### **4. Long Term Users**

- 4.1 Long Term Users are those Hirers who book a space for a regular event for a period of more than 3 months.
- 4.2 Long Term Users shall pay a deposit of the equivalent of one month's fees. This is fully refundable at the return of building key, if given.
- 4.3 Long Term Users will be invoiced each calendar month, with payment to be received within 14 days of invoice.
- 4.4 While Long Term Users will be given priority for use of space, in the event of a major event or Christian festival, the Joint Council reserves the right to access the building. A minimum of 1 months' notice will be given to Long Term Users in the event of such a change.
- 4.5 An Annual meeting of Long Term Users will be held to allow for exchange of information.
- 4.6 All conditions listed under section 3.3 - 3.14 – Hirers – must also be met by Long Term Users

## 5. Available Equipment and capacity

<b>Church</b>	110 chairs, sound system (with permission), Piano (with permission)	100 persons
<b>Rotunda</b>	.....chairs; ..... tables, kitchen including.....	50 persons
<b>Committee Room</b>	20 chairs, 3 tables	20 people
<b>Library</b>	10 chairs, 1 table	10 people
<b>Hall</b>	....chairs, .....tables	60 people

## 6. Parking

- 6.1 Parking spaces must be negotiated for each booking. No more than 8 spaces are available for any event. An additional may be charged if parking is required. The default is that no parking is available.

## 7. Expectations of Hirers - Terms and conditions of use

- 7.1 Please arrive on time – and not early!
- 7.2 Please do not use the parking spaces outside unless you have booked to use them. You may park temporarily to drop off equipment.
- 7.3 It is your responsibility to put out AND to put back any tables and chairs that you require for your booking.
- 7.4 You are responsible for the security of your event and the prevention of any damage to the property.
- 7.5 You will be liable for any costs of replacement or repairs to fixtures and fittings of the space damaged in any way during your use of the property. It is your responsibility to check the hall in advance of your booking and to bring to the attention of the Administrator any prior damages that you note.
- 7.6 Please ensure that you leave the space clean and tidy – a basket of cleaning materials is provided for this purpose. It is wise to make arrangements with other members of your group or friends and family to assist you BEFORE your event. It is not the responsibility of anyone working here to clean or put away tables and chairs.
- 7.7 If you do not leave the space in a satisfactory condition a charge of £20 will be deducted from your deposit. This is non-negotiable and entirely at the discretion of the Administrator.
- 7.8 Please ensure you put your non recyclable rubbish in black sacks in the Biffa Bin in the car park. Please place your recycling rubbish in the Biffa recycling bin – but no plastic bags or black sacks!

- 7.9 You must conclude your event on time. If you over- run by more than 15 minutes then an additional hour hire will be deducted from your deposit amount.

## 8. Fees and charges

<b>Letting Fees and Charges 2013-2014</b>		
Cleaning Fee	(must be charged for events involving food and drink – or for events lasting more than 5 hours)	£25
<b>All bookings must pay 30minutes setting up time and 30 minutes clear up time, in addition to the time the book for an event.</b>		
<b>Standard Fee's for Groups not meeting Charitable Purpose</b>		
	<b>Hourly rate</b>	<b>Day Rate (more than 5 hours)</b>
Church	£50 £35 if no PA	£350
Rotunda	£30 £35	£250
Hall	£25 £25	£200
Committee Room	£20	£180
Library	£20	£180
Whole Building		£600
Additional fee of £30 is charge per day/session if library is to be used for refreshments.		
<b>Standard Fee's for Groups meeting Charitable Purpose (including use by denominations)</b>		
	<b>Hourly rate</b>	<b>Day Rate</b>
Church	£20	£150
Rotunda	£15	£100
Hall	£15	£100
Committee Room	£10	£80
Library	£10	£80
Whole Building		£300

Note: these rates do not apply to AA or NA or similar groups as agreed by the Joint Council from Time to Time

The council agreed to allow a lead in time for all long-term users.