

# **St Andrew's Church & Hub Letting Policy & Hire Charges (Revised November 2017)**

## **1. St Andrew's Church**

St Andrew's Parochial Church Council (PCC) promotes the use of the Church & Hub for the wider community and has the responsibility of maintaining them for use and enjoyment by future generations.

## **2. Relationship with the Village Hall**

St Andrew's PCC has an agreement with Alresford Village Hall that we will only let the Church or Hub if the Village Hall is already in use.

## **3. Conditions on letting**

St Andrew's PCC welcome community groups and individuals to hire our church and annexe and wish to encourage as wide a use of the premises as possible. However it is a church and church annexe and so we reserve the right to refuse a letting where the event may compromise the principles held by St Andrew's Church. Please do contact the Booking Officer to discuss this if you have any questions. Special consideration will also be given to lettings of the church building where various items of equipment and furnishings may be liable to damage.

## **4. Space Offered**

The church is one very large multi-purpose space plus kitchen and toilets.

The Hub involves a large room with a kitchenette and toilets (one disabled). There is also a smaller room (the Sanctuary) which is not usually available for let.

Hire includes use of the kitchen/kitchenette, including use of crockery etc for making beverages and light refreshments. If you wish to use the cooker please discuss and agree this with us at the time of booking. We ask for items used to be left in the condition found.

## **5. Insurance**

Individuals or groups hiring the rooms up to three times a year for private social events are covered for public liability by the church's insurance policy. Those hiring the rooms for any other type of event or for a private social event more than three times a year must take out their own public liability insurance. This is a condition of our insurers and proof of public liability insurance will be required. This applies where no other insurance cover is in force.

There is no automatic cover under the church policy for outside organisations and proof of appropriate public liability insurance will be required.

Our insurers, Ecclesiastical, may be able to provide this cover if you need it. They can be contacted on 0345 777 3322.

St Andrew's Church groups have public liability insurance as part of the church's insurance policy.

## **6. Bookings Officer**

The bookings officer, Meg Burdus, can be contacted on 01206 820618 or by email [msburdus@hotmail.co.uk](mailto:msburdus@hotmail.co.uk). The key can be picked up from the bookings officer at a mutually agreed time.

## **7. Responsible person**

Hirers must nominate a responsible person who will take responsibility for all that happens during the hire. For regular users, one person must be named who will be present on each occasion of the booking. The responsible person will be responsible for the key, opening up, switching lights on/off, locking up, tidying up and leaving it in the condition they found.

## **8. Cleaning**

Please ensure that you tidy up after your let. If, in the view of the Bookings Officer, additional cleaning is required after a let St Andrew's reserve the right to charge extra for this.

## **9. Opening Hours**

The rooms will be available from 9.00 am until 10.30 pm from Monday to Saturday.

Activities will however be required to end by 10.00 pm allowing time for people to leave and the room to be cleaned.

Private parties will end at 6.30pm with people out by 7.00 pm.

## **10. Sale of Alcohol**

We are sorry but it is not possible to sell alcohol on the premises.

## **11. Damage**

Damage is to be reported and paid for. Please do not simply replace what is damaged.

Please report immediately to the booking officer if the condition of any of the rooms on arrival is unacceptable.

## **12. No Smoking**

There is to be no smoking in any part of St Andrew's Church or Hub.

## **13. Safety**

Note position of fire extinguishers, fire exits, blanket and First Aid kit in kitchen & kitchenette. Note accident books with them. Any accidents other than minor ones should be recorded in the accident book.

All leaders should have an emergency plan in case of fire in any of the rooms. For regular users a fire drill is advisable occasionally.

## **14. Electrics**

In the event of the electrics failing (in part or whole), please contact one of the numbers for such emergencies listed up in the kitchen/kitchenette.

Electrical equipment used in St Andrew's Church & Hub is checked and PAT tested as required by our insurers. Groups are asked to ensure their equipment is in good condition and is PAT tested annually.

## **15. Child Protection Policy**

All regular (more than three bookings a year) groups involving children (under 18) are asked to submit their Child Protection Policy to the Bookings Officer at the time of booking and to ensure that the correct ratio of adult leaders to children is adhered to at all times.

The hirer must ensure that all adults involved with children's groups must be Disclosure & Barring Service (DBS) checked. The PCC will ask for evidence of this. No adult may be left alone with children until they have CRB or DBS clearance.

## 16. Consideration for others

Please ask your guests to leave quietly at the close of your event, especially if it is in the evening. Car doors banging and loud talk are disturbing to the local residents.

Please leave the rooms clean and tidy. In particular we ask you to ensure that the tables are wiped clean and that all refuse is tidied up and taken home: there are very limited facilities for waste disposal. Also ensure that all lights are OFF on leaving.

## 17. Hire Costs

Our rates are the same as the Village Hall and are for either the Church or the Annexe.

Please enquire if you want the rate for the combined rooms.

### A. Community groups (all non profit making local groups) or individuals

Monday to Friday	Morning	£17
	Afternoon	£17
	Evening	£22.50
	Full Day	£52
Saturday	Morning	£30
	Afternoon	£30
	Evening	£70
	Full Day	£120

### B. Commercial – any other use

Monday to Friday	Morning	£35
	Afternoon	£35
	Evening	£40
	Full Day	£100
Saturday	Morning	£50
	Afternoon	£50
	Evening	£100
	Full Day	£180

**Please note that our facilities are not available for hire on a Sunday.**

## 18. Storage

There are no storage facilities available for use within St Andrew's Church & Hub. Please do not leave items behind.

## 19. Comments

Any comment or observation that you may have regarding your hire should be addressed to the Bookings Officer.

**Meg Burdus** 01206 820618 or [msburdus@hotmail.co.uk](mailto:msburdus@hotmail.co.uk)

WE WISH YOU A HAPPY AND SUCCESSFUL FUNCTION!