



## Terms and Conditions for External Bookings

### General Information

1. All new and amended requests to book the hall and centre from external hirers and church groups should be made to the Church Office. The Office Assistant responsible for bookings works Monday, Thursday and Friday from 9am to 1pm and bookings will be dealt with during these hours. Enquiries by phone or email during office hours.
2. All booking requests remain provisional (also see paragraph 11) until a signed booking form has been received and accepted. All regular users are required to sign a new booking form annually to confirm acceptance of terms and conditions of use which may be amended from time to time.
3. The Responsible Person is the person who will be present during the book and is therefore responsible for ensuring the terms and conditions are adhered to. They must have seen and read a copy of these.
4. The booker is also responsible for ensuring that the key code is given to person opening and closing the building. If this doesn't happen and there is no access there will be no refund – the booking will be charged at the normal rate.
5. Bookings are accepted for a minimum of one hour with half hourly increments thereafter. The time of the booking should include time to set up and clear up. This time is part of the hire charge.
6. All bookings must finish by 10.30pm at the latest and the premises cleared and vacated by 11pm. Please be as quiet as possible when leaving as there are people living very close by.

7. Exact dates for regular bookings must be provided at least one month in advance of the commencement of term/series or the booking may not be held open - and hirers may be charged for any holiday dates not notified to the office.
8. The Church reserves the right to refuse any booking. Hire of the hall by under 18 year olds is not permitted and any event which includes attendance by those under 18 must have parental/appropriate adult supervision.
9. The Church reserves the right to remove the right to park if there is major event taking place in church. Parking must be agreed in advance with the church office.
10. Users must start and finish bookings at the times stated on their booking forms as other people may require access to the premises such as church staff, cleaners or other users. Excess time may be charged for.

### **Acceptance of Bookings and Right of Entry**

11. All bookings are subject to approval by the Church Manager or in her absence the Rector or Chair of Finance and Management Committee and are subject to compliance with these Terms and Conditions.
12. Provisional bookings will be held for two weeks from the date the provisional booking is added taken and then removed from the calendar.
13. The Rector, Church Manager and authorised Office Bearers of the church have the right to enter the hall and centre at any time during a booking (except for groups involving children under 16 or vulnerable adults where prior notification may be needed).
14. The User does not have exclusive possession of the premises and the Letting Agreement does not constitute any kind of tenancy.
15. Parking is limited to one space per hirer but see paragraph 8.

## Charges

16. Charges are agreed at the time of booking. Charges for the period commencing 1<sup>st</sup> September 2014 (all amounts are per hour). The minimum booking time is one hour and thereafter in half hour slots.

Standard rate	£30
Standard Rate regular booking	£24
Charity/Community Rate	£22
Charity Community Rate regular booking	£18

Regular bookings are those that are for four weeks or more.

17. Discounted rates are available to charities and community groups. Charities must include their charity number on the booking form. Community Groups are those groups that provide service that benefits the community such as regular children's clubs or events for older people and is at the discretion of the church manager.
18. Half days bookings are four and a half hours or less and charges are limited to four hours. Full days five hours or more and charges are limited to six hours.
19. Payment is on receipt of an invoice which will be sent out in advance of the event or as agreed for regular bookings. Payment is due prior to the event, each half term for termly bookings unless agreed otherwise by the Church Manager.
20. Payment should be made within 14 days of receipt of the invoices or within 7 days of the booking whichever is earlier. Payment can be made by:
- i. Cheque
  - ii. BACS – please let the office know ([bookings@6a.org.uk](mailto:bookings@6a.org.uk) or phone 229 0090) if payment is made by BACS. Please add the invoice number to the reference box on BACs payment form

Only exceptionally will cash payments be accepted and then only in person during office hours.

21. Charges are revised annually in September but Christ Church reserve the right to alter prices during the year with prior notice.
22. Any cancellations made less than 14 days in advance of the booking may be charged at the full rate. For regular bookings a credit may be made on the next invoice.
23. Christ Church reserves the right to cancel bookings if payment is not received.

### **Premises**

24. Entry to the centre and hall is both available by obtaining a key from the key box on the outside of the premises and the key must be returned there on leaving. The code is changed regularly and the user will be informed of the current code on receipt of payment.
25. Hirers accept the premises as being in good condition and repair and as suitable for the purpose for which they intend to use them. No alteration of any sort may be carried out by the User. Regular users with allocated notice boards must ensure that material is kept tidy and removed at the end of the summer term. Any material left will be removed.
26. Hirers agree to leave the premises in a clean and tidy condition at the end of a period of use and all rubbish removed. Please do not use the church bins in the car park but the large bins on the street for disposing of rubbish. If the premises are not left in a clean and tidy condition then an additional charge for cleaning may be made and future bookings may be cancelled.
27. The Hirers also agree to pay the cost of making good any damage caused to the Premises through their use of them. Any damage to the building or equipment and any breakages must be

reported to the Church Manager by phone during office hours or email manager@6a.org.uk.

## **Indemnity**

28. The User shall indemnify and keep indemnified Christ Church against all costs, claims and liabilities arising from the use of the premises.
29. Christ Church shall be entitled to terminate the Letting Agreement by written notice in the event that the User shall breach any term of these Conditions.
30. The church accepts no liability for any injury to persons or damage to or loss of their property that may occur during the booking.

## **Insurance**

31. The User must carry adequate public liability and other insurance appropriate to the activity carried out and any equipment brought in to the premises and during the booking. Church groups using the premises are covered under the Public Liability Insurance cover held by the church.

## **Fire Regulations**

32. The Responsible Person is responsible for all matters of fire safety during the whole time of the booking. If they are not present on any occasion they must nominate a deputy and inform the office of the person responsible. The User should familiarise themselves with the emergency evacuation procedure and ensure that it is carried out
33. The maximum number of persons who may use the centre is 60 (seated 30) and the hall is 200 (seated 80) **BUT** this is subject to the User being confident of being able to evacuate this number in event of an emergency.
34. In the event of a fire or other emergency, the fire brigade or other emergency service must be called immediately and the Church Manager notified as soon as practicable.

35. Fire exits must be kept free of obstruction at all times and fire extinguishers must not be moved. No flammable materials are to be brought in the premises and smoking is prohibited everywhere on site including in all outside areas. Smoke machines used by some discos and indoor fireworks are **NOT** allowed as they can set off the fire alarm.

### **Consumption of Alcohol**

36. Consumption of alcohol with moderation is allowed and must be within the age limits proscribed by Scottish Law.

### **Recording of Accidents**

37. An Accident book and first aid box is located in the centre and the hall. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
38. Hirers are required to complete details of any incident or accident occurring during their occupation of the premises which did or could give rise to injury in the Accident book before the premises are vacated. Please also inform the office of any accidents which have occurred as soon as possible.

### **Child and Vulnerable Adult Protection Policies**

39. Organisations using Christ Church facilities should have child protection policies in place that are in line with those of the Scottish Episcopal Church. Individuals holding children's events or parties should consider carefully their responsibilities regarding the safeguarding of children. Please contact the Church Office for further guidance and a form for completion if the hiring involves children under 18 or vulnerable adults. Organisers will be asked to sign a declaration stating that the appropriate PVG arrangements are in place.
40. **Disclosure requirements for working with Children** Not all activities involving children are Regulated Work. Regulated

Work with children involves teaching, training or supervising young people under the age of 18

Examples of activities where the leaders are required to be PVG Scheme Members:

- Children's dance class
- Meeting of uniformed organisations
- Playgroup where parents leave children with carers

Examples of activities not required to be PVG Scheme Members:

- Mother and toddler group where mothers remain with their children
- Dance class intended primarily for adults but attended by one or two teenagers
- Private party for children where the children attending by invitation only

Supervision of the children present in the following adult/child ratios is recommended:

0 – 1 years	1 supervisor to every 2 children
1 – 2 years	1 supervisor to every 3 children
2 – 3 years	1 supervisor to every 4 children
3 – 8 years	1 supervisor to every 8 children
Over 8 years under 18	1 supervisor to every 8 children

- 41 **Disclosure requirements for working with Protected Adults** The Scottish Episcopal Church requires those who have unsupervised one to one contact with one or more Protected Adults in the course of their normal duties to be PVG Scheme members.
- 42 In the context of the Church and church premises Regulated Work is defined as the provision of support, advice and spiritual guidance to Protected Adults. A Protected Adult is someone who has particular needs which may include mental illness such as dementia, drug or alcohol dependency, physical disability, or

degenerative illness. PVG disclosure is required for leaders of activities on church premises where a 'service' is being provided **specifically** for a group of Protected Adults.

Examples of services where the leaders are required to be PVG Scheme Members:

- Counselling/Drop in Centre
- Daycentre for dementia sufferers

Examples of activities where the leaders are not required to be PVG Scheme Members:

- Lunch club for pensioners
- Exercise class for pensioners
- AA (as this is essentially a self help group)

## **Security**

43. Please ensure that all doors and windows are locked from the outside securely when leaving the building.
44. Users are responsible for securing the premises when present to ensure unwanted entry by third parties. The outside doors to both the hall and the centre can be kept locked without the ability to exit in an emergency being affected.