

**Church Premises - Church Hall and other suitable rooms at St Nicholas Church - can be used or hired subject to conditions set out as follows:**

## **Terms and Conditions**

1. Bookings are arranged with our Church Administrator or another Church Representative. Applicants to confirm date, time and purpose room(s) required and accept charges in force on date of use. Charging covers time needed for preparation, pre-heating room(s) and clearing up.
2. The Parochial Church Council (PCC) reserves the right to refuse or cancel booking(s). The hirer must show respect for the sacredness of the church complex and this must be observed and maintained at all times. No activity or behaviour should be undertaken which would bring the church into disrepute. Activities must not conflict with Christian values. If you are unsure on this stipulation, please consult the Church Administrator before making a booking.
3. Any key loaned or issued to a User is regarded as a matter of trust for use only for the bookings made. Any loss or theft must be notified to the Church Administrator as soon as the loss is discovered. Users will be expected to sign for any key loaned and accept the terms under which the loan is made. The PCC reserves the right to charge for the cost of additional and replacement keys at cost.
4. The PCC reserves the right to make a charge of up to the full hire cost if any booking is cancelled without a minimum of 14 days' notice by email or in writing to our Church Administrator.
5. Regular Users are given two months' notice if their hall or room booking is required for a one-off Church event and not less than six months' notice if they need to find an alternative venue due to a longer-term Church use.
6. Regular User room costs are invoiced to the User at the end of the month with full settlement within one month thereafter. Payments are required by bank transfer to RBS 16-11-31 11765161, cash or cheque to our Church Administrator or Church Treasurer – Cash and Cheque payments may be subject to an additional charge as determined by our Bankers from time to time.
7. Payment for usage by Occasional Users is to be made in advance on the day of agreeing the booking – settlement is as per Regular Users above.
8. Charges for Normal Rate Users (NRU) are reviewed each year and amended in line with operational costs and commercial competition. Prices are communicated prior to the commencement of each calendar year. The PCC reserves the right to vary fees according to supply and demand for bookings eg Term Time vs School Holidays.
9. Charges for Discounted Rate Users (DRU) are reviewed as for NRUs above. Qualification for DRUs is reviewed on a rolling quarterly basis by the PCC and communicated to DRUs accordingly. The PCC reserves the right to withdraw the discounted rate and apply the normal rate at any time.
10. Room charges for the Concessionary Rate Users (CRU) is reviewed as for NRUs and DRUs above. The Concessionary Rate is additionally reviewed each year in line with commercial demand. CRUs will be given sufficient additional notice to allow for their fixed production and marketing costs in a given time period.

## *St Nicholas' Church Allestree*

2 Lawn Avenue, Allestree, Derby, DE22 2PE

11. Non-payment of monthly charges where more than 3 months' payments are outstanding will result in the cancellation of all planned bookings at the sole discretion of the PCC.
12. Damage to Church premises or property must be reported immediately to the Church Administrator or another Church Representative. Users are responsible for any damage caused and any resulting remedial costs will be charged by invoice.
13. The cost of any damage to Church premises, identified by the PCC as being attributable to a User, will be charged by invoice to the User.
14. Any alterations to the fabric of the building, where necessary, must be agreed and approved in writing by the PCC.
15. Costs incurred by the PCC due to leaving on gas or electric appliances beyond a User's booking time-slot will be charged to the User and invoiced accordingly.
16. No alcohol can be consumed on Church premises without the prior consent of the PCC – A license must be obtained from Derby City Council (DCC) for the sale of alcohol. Users must comply with the lawful sale of alcohol and the showing of appropriate Identification where necessary.
17. Young people under the age of 18 must be supervised at all times by a responsible adult. CHILDREN UNDER THE AGE OF 3 MUST BE INDIVIDUALLY SUPERVISED AT ALL TIMES to conform to insurance requirements. Users running activities for young people must conform to the latest Safeguarding Regulations and our rules regarding wall heaters – Please refer to the User Guide.
18. Hall Users must allow access by other church room users to the hall for use of the (only) on-site disabled toilet facility and are responsible for child safety at all times.
19. Users whose use of the Hall comes under our entertainment license issued by DCC must comply with its conditions and regulations – a copy of which can be examined in our Church Office. A Play Performance License (PPL) must also be obtained from the DCC if the paying public are to be admitted. Applications for licenses must be made direct to the DCC and made available for inspection by the PCC on request.
20. Users affiliated to St Nicholas Church (St Nicks) – who have a representative on its committee nominated by the St Nicks PCC – are protected by St Nicks own insurance policy. Users not affiliated must take out their own insurance, including third party indemnity, to cover the activities they undertake.
21. The PCC endeavors to keep the Church premises in good condition and expects all Users to leave them in the same condition after each use (as defined in the User Guide).
22. Users are responsible for any accident or injury arising out of the activity for which they have booked the church premises. Users must ensure that the Church premises and equipment and any imported equipment are safe (e.g. have PAT certificates or evidence of regular inspection where appropriate) for the purposes for which they intend to use them. Users are also reminded that moving and lifting furniture etc. should be undertaken with care, taking regard of the lifting principles to avoid injury. Groups engaged in specialist activities (e.g. plays) are advised to have people trained in manual handling. Users must actively manage hazards, e.g. temporary wiring and spillages, to avoid accidents. Hazard notices that warn of cables or wet floors are available from the Church Hall Cloakroom.

## *St Nicholas' Church Allestree*

2 Lawn Avenue, Allestree, Derby, DE22 2PE

23. Users are required to report to the PCC details of any accident or incident occurring during their occupation of the church premises which did or could give rise to injury as soon as possible after the accident or incident but before the Church premises are vacated by the users after the session of use. A First Aid Briefing can be provided setting out how this obligation is fulfilled.
24. Users are responsible for ensuring the safety of the members of their group - the Church Hall is equipped with fire alarms, signage and exit points. The procedure to be followed when the fire alarm sounds is clearly displayed on the Church Hall notice board and Users should ensure that they have read and understood that procedure. For other rooms, Users will be provided with Evacuation Procedures and will be required to understand and obey those procedures.
25. The User must provide a mobile phone with a sufficient signal or access to a mobile for calls to the emergency services.
26. Vehicle access is restricted to the car park off Allestree Lane. Vehicles are not permitted on any part of the Churchyard, whether grass or tarmac, other than on the tarmac adjacent to the Church Office and Chapel, to drop off heavy equipment and/or multiple loads.
27. The Church premises are in a residential area. Excessive noise should be avoided and any approaches by neighbours in relation to excessive noise should be given proper regard and the noise moderated. Co-operation and Community Relations should be key words in these matters. The Church premises must in all circumstances be vacated by 12am midnight unless expressly agreed by the PCC.
28. Users who use any of the facilities within the church complex for the preparation of food are responsible for conforming to the regulations regarding food safety and hygiene. A Food Safety briefing can be provided setting out where guidance on food safety is available – Please ask.
29. Smoking is prohibited by law in all enclosed and substantially enclosed premises in the grounds of the Church. As Users of the Church facilities do so under their own supervision, the responsibility for implementation of the smoke-free policy during such use is allocated to the Nominated Representative of each User. Each user shall have a smoke-free policy that must as a minimum reflect this policy (and may simply be this policy), must allow no exemptions to it and is responsible for the implementation of the policy during the use of the facilities.
30. It should be noted that the Church will not allow an exemption to be sought to permit smoking as a part of a performance. Please note that those who do not comply with the smoke-free law, both the smoker and the Responsible User, may also be liable to a fixed penalty fine and possible criminal prosecution.
31. Users are advised to bring appropriate equipment (e.g. gloves) to ensure they are protected when undertaking any food-related or cleaning activity.
32. Hall Users are expected to clear up any spillages and litter. Hall Users must not use anything other than water when clearing up spillages on the wooden floors. The floor requires specialist materials to maintain the surface and the Church will ensure that the surface is restored provided the spillage is mopped up as soon as it occurs.
33. The Hall floor is occasionally re-sanded and treated in order to maintain a high standard. The PCC therefore does not allow the use of uncapped/unprotected Stiletto Heels and otherwise any Metal Shoe Attachments.

# St Nicholas' Church Allestree

2 Lawn Avenue, Allestree, Derby, DE22 2PE

Use of Bouncy Castles/inflatables greater than 12ftx12ft is not allowed inside any of the Church rooms and any such inflatables must be used in accordance with the applicable safety regulations

- 34. For Hall Users, we would ask that all tables are put away in the Store Room at the end of your session. There will be some chairs stacked around the Hall when you start your session, typically around a third to a half of the total number of chairs. This is because the Store Room cannot hold all the chairs without the stacks of chairs being too high and unsafe. At the end of your session we would ask that you leave about a third of the chairs stacked around the Hall and put the rest away. Please do not try to put all the chairs away. If you want to have the Hall totally free of chairs during your session, you are advised to place some of them in the Lobby, out of the way of the exits and walkways.
  
- 35. Where permission has been given for a regular user to store their own equipment/possessions in the church facilities, the church takes no responsibility for possible damage or deterioration of the said equipment.
  
- 36. Users are responsible for their own Safeguarding and regular users are requested to indicate below whether they have an appropriate Safeguarding policy.

We have a safeguarding policy .....  Yes  No  
(and can provide a copy to the church on request)

**I have read the Terms and Conditions and agree to be bound by them:**

Signed..... Hall User/Business Name .....

Name..... Date .....