

Hall Hire Policy

Updated: 1st April 2023

Eternity Downham Market Hire Letting Policy:

Conditions of use and terms of booking:

1. Introduction

- a. This document sets out the Lettings Policy in relation to the letting of the Centre premises. "The premises" means the land and buildings on Eternity Downham Market, Sovereign Way, Downham Market including the car park, boundary fences, paths and all other parts including fixtures, fittings, furnishings, and all equipment situated there.
- b. This Policy document takes into account consideration of The Equality Act 2010.
- c. The Premises Hiring Agreement, which is attached to and forms part of this Policy document, must be completed and signed in respect of every booking of the premises. The person signing the Premises Hiring Agreement 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 premises are primarily to be used for the hosting and promoting of Church activities.
- b. A secondary function of the premises is to act as a resource to the wider Church, other Christian organisations and the local community, through Church activities, Church-sponsored activities and suitable community activities which help to establish or strengthen links between the Church and the local community.

3. Letting Restrictions

- a. Our attitude towards an application for the use of our premises will be a positive one. We will seek to encourage appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Centre's regular activities. We may request references from a new user before agreeing to a booking.
- b. We will not, however, accept bookings for activities which are in 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 Centre reserves the right to refuse requests for hire by groups or for activities which, in the opinion of the Centre, are either contrary to the purposes and beliefs of the Centre, or where the Centre considers that

such use or activities may cause offence, on the 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.

- c. Lettings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event.
- d. 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 a nuisance to neighbours.
- e. All events are to finish by 11pm, with the premises to be empty by midnight, unless agreed otherwise. The premises will not be available to the Hirer before the beginning of the booking time and must be vacated 15 minutes after the end of the booking. If the hirer is entrusted with the keycode, we rely upon them only using the premises during the agreed periods, and if there is any need to use the premises for any reason outside the hours agreed, prior permission must be obtained. The Hirer must supply contact details for 1 keycode holders once booking is confirmed.
- f. All bookings shall be signed by a person over 18 years old, and in the case of a charity or business, by the Director or Secretary. The signatory and the organisation in the application form will be considered to be the hirer and shall be held liable for any breach of these conditions.
- g. Alcohol - There is to be no alcohol consumed on the premises unless the board of trustees grant it.

4. Charges

- a. We will normally charge for the use of the premises by external organisations; however, charges may be waived or reduced in exceptional circumstances and at the discretion of the Centre Manager and the board of trustees.
- b. Charges will be set at a reasonable rate, consistent with covering costs and providing a modest contribution to maintenance costs. A notice of Charges levied, and Conditions relating to the Charges forms part of the Premises Hiring Agreement. The schedule of Charges will be reviewed on an annual basis.
- c. Charges for all booking will be payable monthly in advance by bank transfer. (bank details to be provided once hiring agreement has been confirmed)
- d. If the Hirer wishes to cancel the booking, the Centre Manager may, at his/her absolute discretion, refund any fees paid but shall be under no obligation to do so. The Centre Manager reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the manager cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.
- e. A refundable security deposit must be paid, the amount of which is set out in the Premises Hiring Agreement.

- f. Refunds for equipment failure will be considered only if it directly impacts on the nature of the hire, and provided that we are notified within 24 hours, or as soon as reasonably practicable.

5. Access and Security

- a. We do not employ a full-time caretaker; therefore, the Hirer is responsible for all setting up and putting away of any equipment used.
- b. The main door must only be left open if someone is attending to arrival(s).
- c. Any letting of the premises will require a responsible person/keycode holder 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.
- d. If a keycode is provided, then this must be safeguarded at all times and the code will be changed at the end of the letting period or as soon as is reasonably possible. The keycode shall not be given to any third party. If the keycode is provided, 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 the Centre Manager or representative to enter any part of the building at any time.

6. Health and Safety

- a. Whilst the Centre 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. A First Aid box is located in the kitchen and in the café area. Any accident involving personal injury must be reported to the Centre Manager to be recorded in the Accident Book located in the kitchen or coffee bar as soon as possible.
- b. The hirer is responsible for ensuring the safety of people in their group and must normally be on the premises for the duration of hire; if for any reason they have to leave the premises then they must ensure that suitable arrangements are in place in their absence.
- 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: [160 people - auditorium].
- d. The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met.
- e. There are no public telephones on the premises; therefore, the Hirer must ensure that he/she has access to a mobile telephone in case of emergencies.

- f. 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.
- g. The Hirer is not permitted to bring in supplementary heating appliances.
- h. No additional lighting or other electrical appliances shall be operated without prior and written consent.

7. General

- a. A strict No Smoking Policy applies to all rooms (including toilets) in the premises. The premises are fitted with smoke alarms, which will be activated by cigarette smoke.
- b. Alcohol cannot be sold in the building. The Hirer is not permitted to apply for Occasional Licences for the sale of intoxicating liquor in the building.
- c. Any advertising material must be submitted to the Centre Manager for approval. All such material must clearly display the name of the person or organisation responsible for the event.
- d. Only guide dogs are permitted inside the building.
- e. No flags, posters, emblems or other decorations shall be put up at the Centre without the prior consent of the Centre Manager. No adhesive or fixing material may be used which may damage the fabric of the premises.
- f. Rubbish must be appropriately bagged and placed in the outside refuse bin at the end of each hire session. No food or drink must be deposited on the ground outside the premises or in the car park.
- g. Right of entry to all parts of the premises is reserved to the staff and Trustees of the Centre, and any officer of the Police, Fire and Rescue Service and Local Authority on duty.

8. Car Park

- a. Parking is strictly at the owner's risk. The Centre accepts no liability whatsoever for cars parked in its car park.

9. Responsibilities

- a. The Centre 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 the safe and correct use of equipment and facilities and shall report any deficiencies on the occasion of each use.
- c. 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.

- d. The Hirer must leave the premises in a clean and tidy condition. Losses, breakages and damage 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.
- e. The Hirer agrees to indemnify the Centre 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 kitchen in the premises must be separately approved. The kitchen may be used for the preparation of tea/coffee and refreshments by approved personnel and with the prior agreement of the Centre Manager. It will be the responsibility of the Hirer to provide the refreshment materials unless agreed otherwise in the Premises Hiring Agreement. It is the responsibility of an external Hirer to ensure that any persons using the kitchen are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. The kitchen should be left in a tidy state, and all kitchen utensils and crockery should be washed and put away at the end of the letting.

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 Centre does not extend to a Hirer's liabilities. The Centre accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises. Evidence of the Hirer's insurance cover must be shown to the Centre Manager or a 10% surcharge will be charged.

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.
- b. Hirers must also have in mind the provisions of the Children's Act at any event involving children. Events for persons under 18 years of age must at all times be properly supervised by an adequate number of responsible adults, in accordance with the Children's Act.
- c. 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.

13. Compliance

- a. Failure by the Hirer to comply with any or all of the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the Centre Manager to be just cause for immediate cancellation of any letting or series of lettings and may result in forfeiture of the entire security deposit.

14. Administration

- a. Bookings of the premises will be administered by the Centre Manager. This includes the acceptance and declining of bookings in consultation with the Board of Trustees if necessary.

This policy has been approved by the Eternity Downham Market board

For and on behalf of Eternity Downham Market

Nick Butt

VERSION NUMBER	VERSION DATE	REASON FOR REVISION	AMMENDED BY	APPROVED BY
V1	April 2022	INITIAL ISSUE		TRUSTEE BOARD
V2	1 st April 2023	POLICY REVIEW	ALB	