

St James Centre

## Venue Hire Policy

### St James' Centre and Church buildings

#### 1. Objectives

Our principal objectives when providing venues for hire are,

- To share the Christian faith and God's love, as demonstrated in the life of Jesus.
- To see individuals, families and groups within that community flourish through Church activities and programmes
- To provide a centre for charitable organisations that support the flourishing of local individuals, families and groups
- To use income generated to support the work of St James Church including maintenance and running costs.

#### 2. Conditions of Hire

- 2.1. The Parochial Church Council (PCC) is the executive committee of St James' Church and is legally responsible for the financial affairs, maintenance, and mission of the church. The St James' Church administrator represents the PCC with regards to bookings.
- 2.2. The Hirer shall inform the PCC, via the St James Centre (SJC) Office, prior to entering into a hire agreement about the purpose(s) for which the Hirer intends to hire the buildings. This will be done via completion of a "Hiring Application Form" which includes the Hirers details and the details of the booking.
- 2.3. The buildings may not be hired for purposes that the PCC in its absolute discretion considers are, or have the potential to be, dangerous or involve or may involve: any adverse impact on either the normal functioning of the Church or the Church's reputation in the community; any breach of the buildings insurance policy; any breach of statutory or other regulatory requirements or is otherwise illegal; a likely nuisance, including excessive noise;
- 2.4. The Hirer shall not use the premises for any other purpose than that which the letting was agreed nor sub-let facilities to any other party.
- 2.5. Regular Hirers will undertake an induction visit.
- 2.6. The PCC notes its obligations under the Equality Act 2010 and will never refuse a booking based on a protected characteristic under the Act except when Schedule 23 (2) applies which can be found at: <http://www.legislation.gov.uk/ukpga/2010/15/schedule/23>
- 2.7. The PCC in its absolute discretion may agree whether or not to proceed with a letting and has the right to refuse an application.
- 2.8. The PCC does not allow use or hire of its buildings by non-Christian religious organisations for the specific purposes of worship, prayer, or proselytising. However, religious organisations are welcome to hire buildings for other activities.
- 2.9. This agreement is not binding upon the PCC until written confirmation has been given of the booking.
- 2.10. All advertising that includes mention of the premises must be shown to and approved by the PCC.

#### 3. Cancellation

- 3.1. Individual hire agreements may be cancelled by either party by giving seven days' notice. If a hire agreement is cancelled by the Hirer at less than seven days' notice the Hirer will pay to the PCC 50% of the fee agreed.
- 3.2. The PCC reserves the right to substitute a venue for another of similar capacity if it becomes operationally necessary to do so.
- 3.3. The PCC reserves the right to cancel any venue hire agreement with no notice if any of the premises becomes unavailable due to technical problems, health and safety issues or any other factor beyond the PCC's control.
- 3.4. In the case of any of the conditions of this agreement being disregarded, or in the judgement of the PCC appearing likely to be breached, the PCC reserves the right to cancel any booking without notice.
- 3.5. If any venue hire agreement is cancelled under terms 3.1, 3.3 or 3.4 the PCC will refund any deposit paid but accepts no other liability for loss of income or any other loss so caused and Hirers are advised to consider taking out appropriate insurance if this is a potential risk.
- 3.6. For regular or ongoing bookings, this agreement may be terminated by either party giving not less than one months' notice.

## **4. The Hirer**

- 4.1. The Hirer must be over 18 and will be the person with overall responsibility for the letting and will (or must nominate a person also over 18 years of age to) act as the point of contact with the PCC for administrative purposes.

## **5. Fee**

- 5.1. The Hirer will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer. The fee is due within 14 days of the invoice date. Preferred method of payment is online through your ChurchSuite Booking page. However, we also accept payment by bank transfer, cash, cheques, and debit card.

## **6. Deposits and Additional Charges**

- 6.1. The PCC may request payment in advance and a damage deposit for any booking which it considers poses a higher risk of damage to the building. The deposit will otherwise be returned upon satisfactory inspection of the premises.
- 6.2. If the condition of the venue is not satisfactory after the hire, an appropriate charge may be made to cover the cost of remedying the damage or additional cleaning.
- 6.3. The PCC reserves the right to make an additional charge to defray the costs it incurs in paying rubbish collection if the hire gives rise to greater than 40 litres of rubbish (one standard black bag).

## **7. Public Safety**

- 7.1. The Hirer shall comply with all statutory requirements with regard to health and safety in all aspects of their activities and shall be responsible for preventing any activity that risks endangering public safety or causing a nuisance to any other Hirer of the building or neighbours.
- 7.2. The Hirer shall be responsible during the hiring for the safety of the premises and the preservation of good order and decency therein. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.
- 7.3. It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

## **8. Damage, loss or injury**

- 8.1. It is a condition of the Hirer's use of our premises that you must have your own policy to cover Public Liability, with a minimum limit of liability of £5,000,000, covering your activities whilst at our premises. We reserve the right to have sight of your policy before your booking is accepted, and in the case of long-term lettings, at any reasonable time. You must also make your own insurance arrangements for any property that you or your visitors bring to our premises.
- 8.2. The Hirer agrees to indemnify the PCC fully for any damage or loss caused to the building or its fixtures, fittings & furnishings arising from the hire in any way howsoever caused.
- 8.3. The PCC accepts no responsibility for any property brought on to the premises by the Hirer or persons invited by the Hirer and will not be responsible for any damage to property arising out of the letting of the buildings.
- 8.4. The Hirer must not leave any equipment on the premises unless prior agreement has been received in writing and a storage cost may be charged.
- 8.5. The PCC's Health and Safety Policy applies to all lettings; all near-misses and incidents must be recorded within 24 hours in the Accident Logbook which can be found on your ChurchSuite Booking page.
- 8.6. The Hirer agrees to read and respect the terms of the PCC's policies on use of buildings, fire safety, and any other policies drawn to the attention of the Hirer. Details of these policies are available on the SJC website.

## **9. Protection of premises and property**

- 9.1. Furniture, fixtures and fittings shall not be removed or interfered with in any way (including decorating of any kind necessitating the drilling of holes or fixing by nails, screws, adhesive tape, BluTac or similar items into any part of the building fabric)
- 9.2. On no account shall inflammable, dangerous or noxious materials be brought onto the premises.

## **10. Access / No tenancy**

- 10.1. The Hirer is entitled to the non-exclusive use of the parts of the building agreed by way of a license. It is agreed that this licence does not create the relationship of landlord and tenant.
- 10.2. The PCC reserves the right to refuse admission and reserves the right of access to the hired rooms during the letting.

- 10.3. Hire is on a 'self-set-up' basis unless otherwise agreed in writing, and the Hirer must ensure they book sufficient time to set the venue up according to their needs. Entry may not be possible to the venue prior to the start time of the booking.

## **11. First Aid Facilities**

- 11.1. It is the Hirer's responsibility to make their own arrangements for first aid cover; i.e. trained personnel.  
11.2. First aid kits are available in some rooms and in the lobby as indicated on the floor plan below (Section 15.5.).

## **12. Alcohol**

- 12.1. No intoxicants shall be brought onto or consumed on the premises without prior approval. If approved, the necessary Local Authority licensing rules must be fully complied with by the Hirer.

## **13. Smoking**

- 13.1. The buildings, including their grounds, are non-smoking areas.

## **14. Vacating & cleaning of the premises**

- 14.1. All waste and recycling must be placed in the bins provided. If you fill the bin, take to the outside bins and replace the bag.  
14.2. The Hirer is responsible for cleaning and tidying the building and grounds to the state in which it was let.  
14.3. The Hirer shall ensure that premises are vacated promptly at the end of the letting. No activity (including cleaning and securing of the building) can take place beyond such time as has been agreed.  
14.4. All taps and lights must be switched off, windows closed and doors closed (and locked/bolted where appropriate) when the premises are vacated. Toilets must be left clean, tidy and flushed. All fire doors must be kept closed at all times.

## **15. Evacuation of the premises**

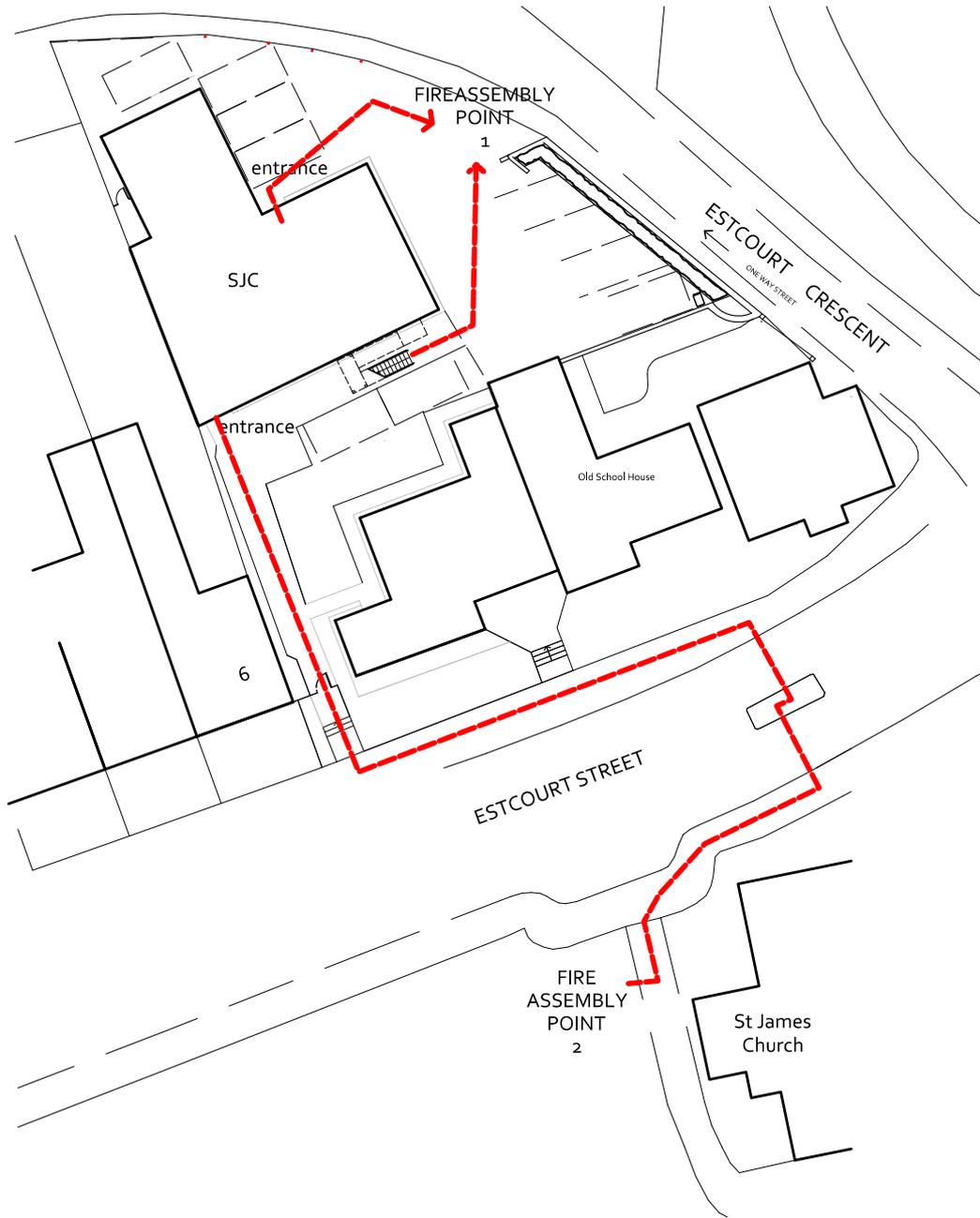
- 15.1. In the event of an emergency requiring evacuation, occupants must leave the building by the nearest exit. Hirers are responsible for familiarising themselves with emergency exits and must ensure members are aware of evacuation procedures. Hirers are responsible for keeping a register of all visitors to the venue and carrying out a roll call in the event of evacuation.  
15.2. Unless specifically informed otherwise, the Hirer is to assume that a sounding of the fire alarm is a genuine emergency and is to evacuate the building accordingly. You must not re-enter the building until told it is safe to do so by a member of the Church staff, who will reset the alarm.  
15.3. Fire exit doors to and from the premises must be kept unfastened, unobstructed and immediately available for exit during the whole time the premises are in use and no obstruction shall be placed or allowed to remain in any corridor, pathway or driveway giving access to the building.  
15.4. The platform lift is not to be used in the event of a fire and wheelchair refuges are available as show on the floorplan (Section 15.5.).  
15.5. Floor plans showing location of fire extinguishers, fire exits, gathering points, and wheelchair refuges of SJC can be found here and on the following pages.



St James PCC		STATUS	AS BUILT FIRE PLAN
PKA	St James Centre Estcourt Crescent		
DATE	26-10-2020		
SCALE	1:100@A4		
Fire provisions - Ground Floor			
FIRE GF_ 1670 - St James -FIRE.dwg			



PKA Architects Ltd RIBA CHARTERED PRACTICE  
 Featherbrook, Whisley Road, Potterne, Devizes, Wiltshire. SN10 5TD  
 tel 01380-725688 peter@pka-architects.com www.pka-architects.com

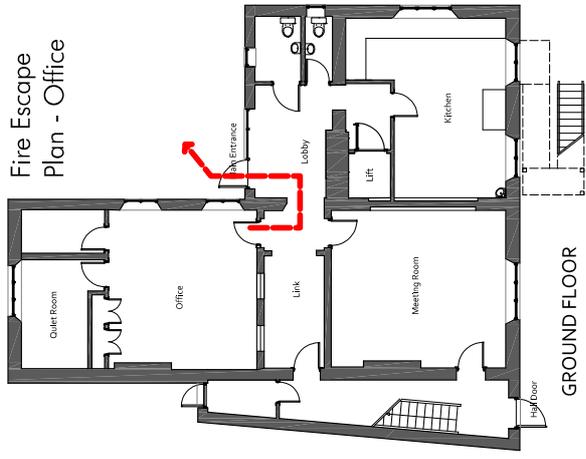


St James PCC		DATE	DRAWN	SCALE	DESCRIPTION
St James Centre Estcourt Crescent					
pk/	03-11-2020			NOT TO SCALE	AS BUILT FIRE PLAN
Fire provisions - Site Plan - routes to Assembly points					
FIRE SITE_ 1670 - St James -FIRE.dwg					

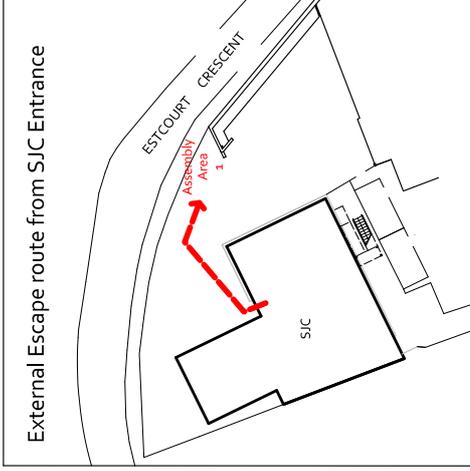


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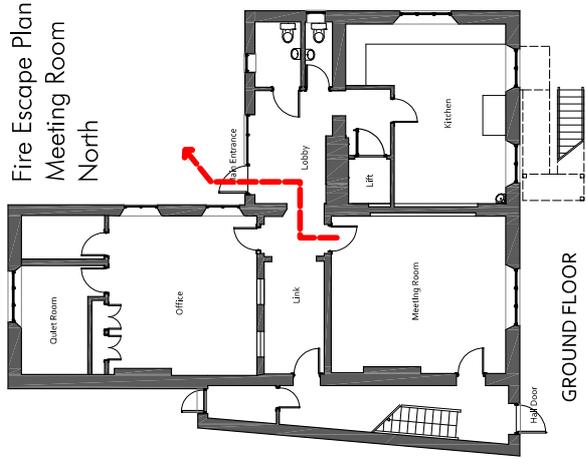
### Fire Escape Plan - Office



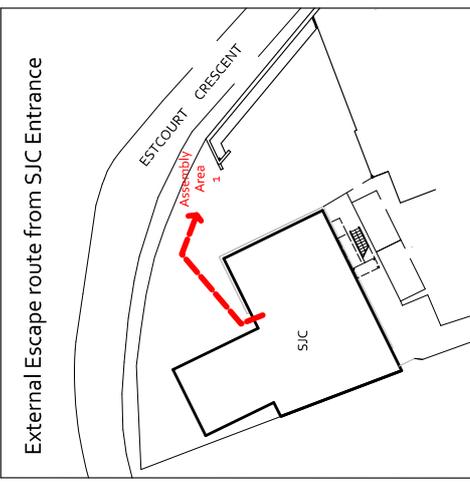
### External Escape route from SJG Entrance

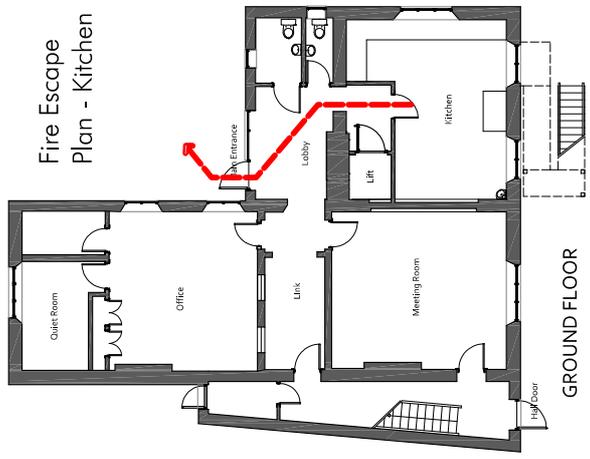
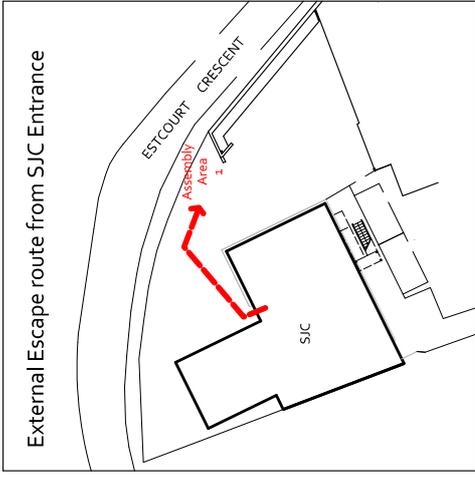
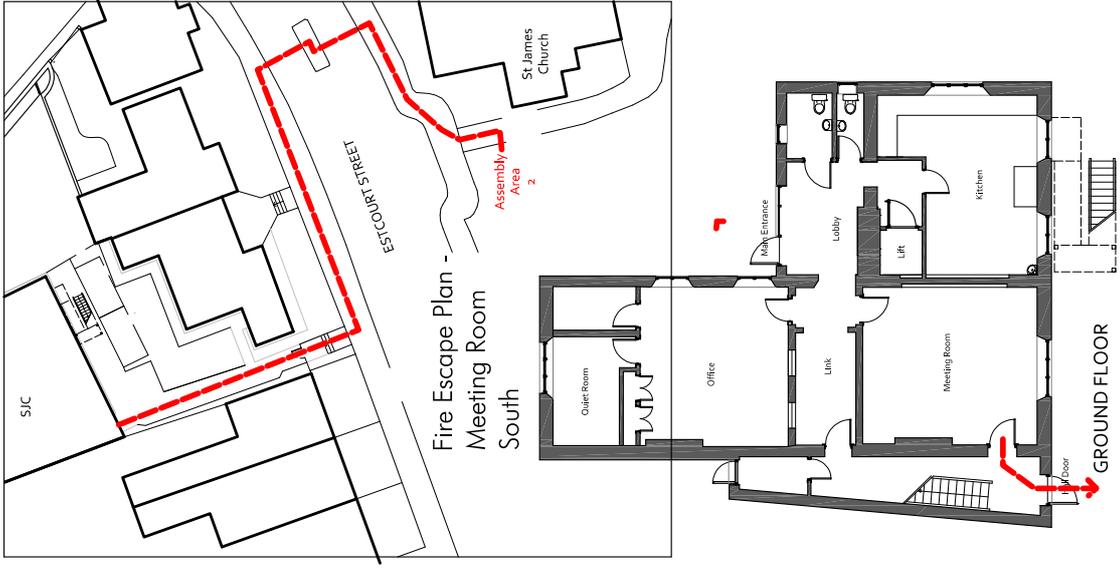


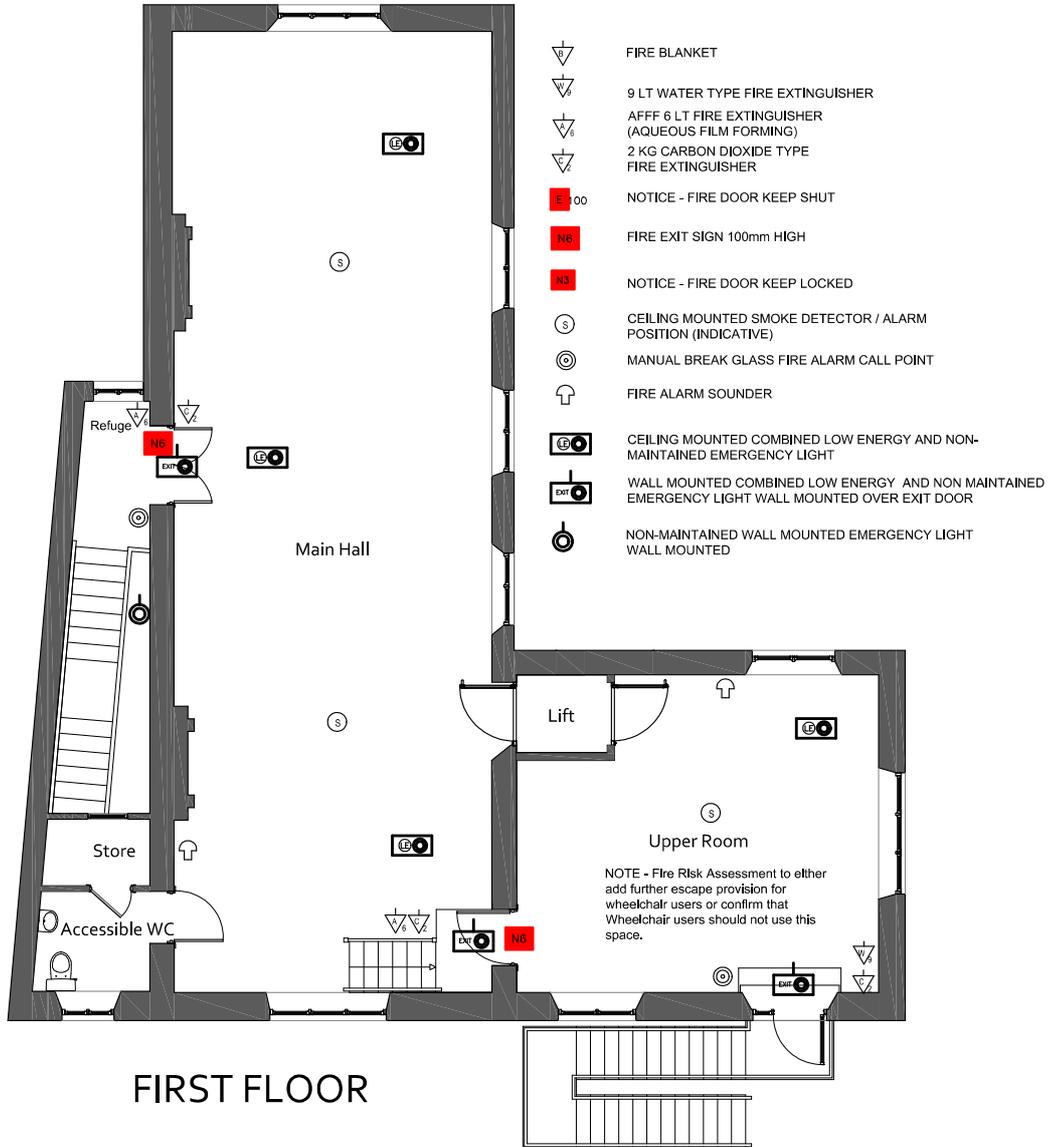
### Fire Escape Plan - Meeting Room North



### External Escape route from SJG Entrance





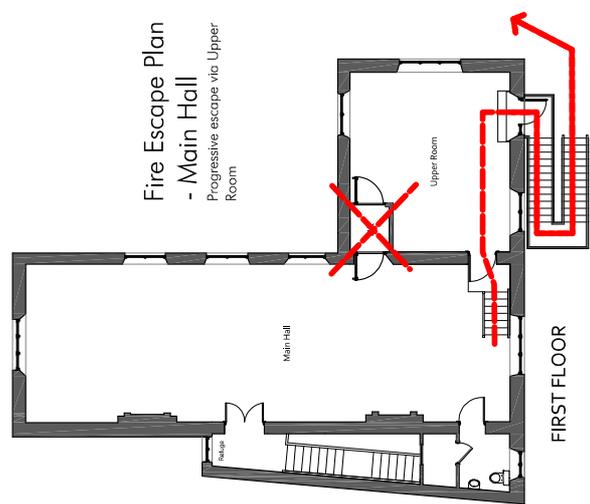
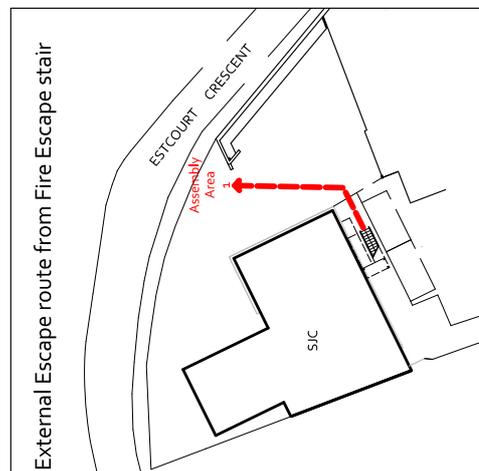
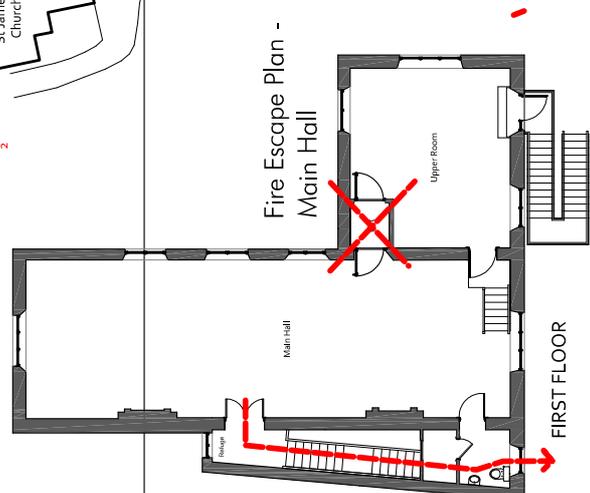
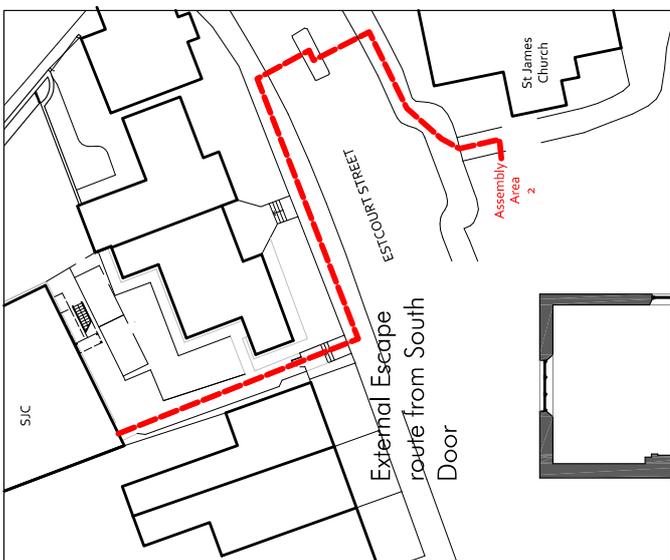


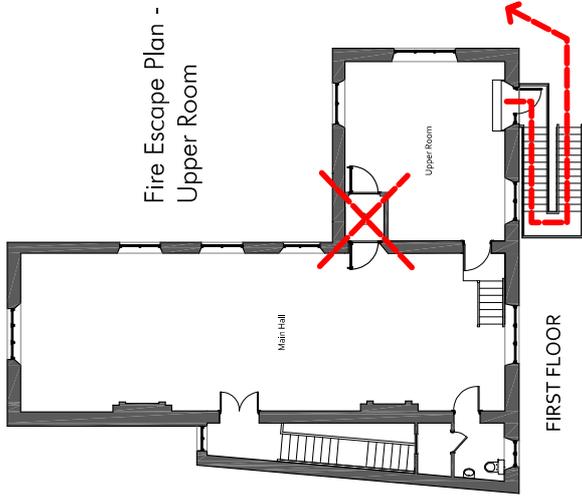
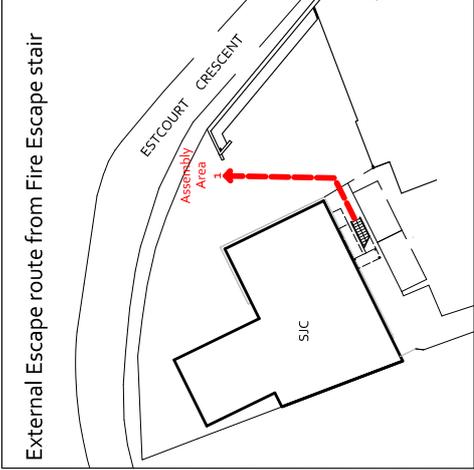
FIRST FLOOR

St James PCC		DATE	SCALE	PROJECT	DRAWING	AS BUILT FIRE PLAN
FILE	St James Centre Estcourt Crescent					
PK/	DATE	11-11-2020	SCALE	1:100@A4		
Fire provisions - First Floor						
FIRE FF _ 1670 - St James -FIRE.dwg						



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## **16. Security**

- 16.1. Hirers may only operate the building security system with the express agreement of a member of the Church staff and after completing the building induction.
- 16.2. Where the Hirer is issued with access devices (keys, access cards, with or without codes, for internal access, external access or both), these must remain in the Hirer's possession and only be used for the purposes of this agreement; they must not be copied or shared (including codes) without written permission of the PCC and they remain the property of the PCC. Access devices must be returned to SJC Office on demand and as soon as is reasonably possible on completion of the booking.
- 16.3. The Hirer will be charged in full for any costs associated with the loss or compromise of these access devices, including but not limited to the full cost of replacing locks and cutting sufficient duplicate keys (not exceeding the number of keys previously held for those locks), replacement access cards, recoding of access cards, and any administration costs incurred in the process.

## **17. Food and drink**

- 17.1. Local Authority rules relating to food preparation must be strictly adhered to by the Hirer and the Hirer is responsible for adhering to safe food preparation methods.
- 17.2. The Hirer is responsible for making themselves aware and managing the allergies or intolerances of their attendees.

## **18. Kitchens**

- 18.1. It is essential that you read the instructions for all kitchen equipment carefully, and operate, and clean the equipment as indicated.
- 18.2. Nothing must be left in the refrigerator or freezer without expressed permission.
- 18.3. The main kitchen and all mini-kitchens must be left clean and tidy with all washing up completed and put away.

## **19. Equipment**

- 19.1. Any equipment not specified in the hire agreement can only be used if agreed in writing. The Hirer is responsible for all equipment's safe and appropriate use and is liable for damage, loss or theft of equipment.
- 19.2. A photocopier is available for regular Hirers of SJC. Ask at the SJC Office to set up an account.
- 19.3. The Hirer is not to alter the heating settings of any radiator or boiler unless given permission by the PCC.

## **20. I.T. and internet use**

- 20.1. Hirers and their attendees must adhere to the PCC's "IT: Acceptable Use" policy which is available on the SJC website.

## **21. Platform Lift (SJC only)**

- 21.1. The platform lift is solely for those who would not otherwise be able conveniently to reach the upper storeys of SJC, due to wheelchair use, mobility or visual impairment; for the purposes of carriage of a child in a buggy; or for the transport of materials required for the purposes of the hiring, including bringing food and beverages from the ground floor kitchen.
- 21.2. The PCC discourages its use by people who can use the stairs, as stair climbing is an aid to health, fitness, independence and wellbeing."
- 21.3. The lift is not to be used in the event of a fire

## **22. Attendance**

- 22.1. The Hirer shall ensure that the number of persons using the premises does not exceed that agreed. A guide to the maximum occupancy for each room is listed on the SJC website (this information is also available from the SJC Office upon request).

## **23. Animals**

- 23.1. Except in the case of trained assistance dogs, no animals shall be permitted on the premises unless permission has been obtained in writing in advance.

## **24. Safeguarding**

- 24.1. The Hirer must have in place safeguarding policies and procedures sufficient and appropriate for their organisation and activities, which are reviewed regularly and recently, and implemented at all times during the use of the premises.
- 24.2. It is the responsibility of the Hirer to ensure correct safeguarding procedures are in place for their attendees and to take all appropriate steps to ensure they are safeguarded, being mindful of other Hirers of the building.

## **25. Electrical Items**

- 25.1. All mains electrical items used on the premises must have a current portable appliance test (PAT) certificate in place.

## **26. Schedule and changes to this agreement**

- 26.1. The PCC may add as a schedule to this agreement any additional terms and conditions it may consider appropriate and may make changes to these terms and conditions at its sole discretion.
- 26.2. This document will be reviewed annually.

## **27. Car Parking**

- 27.1. There are 8 parking spaces available at SJC but we cannot guarantee that spaces will be available.
- 27.2. Parking is available at The Parish Centre. However, access is only via Victoria Road. There is no vehicular access permitted via the Southbroom House driveway.
- 27.3. Users of the carpark do so at their own risk. The PCC will not accept responsibility for any accidents, damage, or loss incurred to vehicles or their contents.
- 27.4. There is no parking available at St James' Church building.
- 27.5. A system is in place that allows 12 parking spaces to be used in Morrisons carpark without the usual 2-hour time limit. Information regarding this system is available on request from the SJC Office.

