



The Mid-Wydean Churches

serving Coleford, Broadwell, Clearwell, Newland,  
Redbrook, Staunton and surrounding areas.

THE CHURCH OF ENGLAND

DIOCESE OF  
GLOUCESTER

Registered Charity Number: 1132171

## Lettings Policy

This policy applies to all buildings and parts of buildings within the control of the PCC of Mid-Wydean Churches.

Anyone wishing to hire any such space must complete a premises hiring agreement and accept responsibility for observing all terms and conditions within that agreement.

The Church reserves the right to refuse requests for hire by groups or for activities which, in the opinion of the Church, are either contrary to the purposes and beliefs of the Church of England, or where the Church considers that such use or activities may cause offence, on 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.

Lettings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event. Commercial lettings will not normally be accepted.

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 noise or other nuisance to neighbours, e.g. where a live band is involved.

Each and every letting request is at the entire discretion of the PCC and may be declined without a reason being stated in which case any deposit or fee paid will be returned. If the Hirer wishes to cancel the booking, the PCC may, at its absolute discretion, refund any fees paid, but shall be under no obligation to do so. Charges are set out in a separate document. The principles which apply are as follows:

Social activities (eg parties or celebrations) will be charged at the base rate.

Profit making Charitable organisations and community groups will receive a 20% reduction on the base rate.

Non-profit making Charitable organisations and community groups will receive a 50% reduction on the base rate.

Lettings where the proceeds are shared between the hirer and the church on an equal basis will receive a 50% reduction on the base rate.

Friends groups and other church activities agreed by the PCC will not be charged.

Christian denominations within churches together will not be charged.

Other Christian groups will be asked for a donation at their discretion.

The Hirer is responsible for all setting up and putting away of any equipment used. Any letting of the premises will require a responsible person 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. If a key is provided, then this must be safeguarded at all times and returned to the Parish Administrator in the Church Office at the end of the letting period or as soon as is reasonably possible. The keys shall not be copied nor given or lent to any third party. If keys are provided, it is the Hirer's responsibility to ensure that all doors locked and all lights switched off (including the toilets) at the end of the letting period. The right is reserved for a representative of the PCC or their appointed officer to enter any part of the building at any time.

## **Health and Safety**

Whilst the Mid-Wydean Churches 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. First aid boxes (limited contents) are available. An accident book is available and must be completed before leaving the premises in the event of any accident. 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. The Hirer is not permitted to bring in supplementary heating appliances.

A strict No Smoking Policy applies to all rooms (including toilets) in all the premises. 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.

During the period of hire nothing must be done to damage the fabric of the building and the premises must be left clean and tidy. Any damage caused (eg inappropriate adhesive on walls etc) or additional cleaning required (eg chewing gum on carpets) will be charged to the hirer and by making the booking the hirer accepts this liability and any other liability which arises out of non-observance of the letting agreement.

## **Safeguarding**

Any individual or organisation renting/using any of our premises for activities must take full responsibility for the safeguarding of any children or vulnerable adults involved. It is a condition of letting that you have appropriate safeguarding policies and processes in place. If you are unsure about what this involves, you are welcome to contact our Nominated Safeguarding Lead - Mark Bick [mark@markbick.co.uk](mailto:mark@markbick.co.uk) or ask at the Parish Office.

## **Insurance**

It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effective by the PCC does not extend to a Hirer's liabilities. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.

## **Legal Requirements**

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, always providing that no such application shall be made without the approval of the PCC.

Hirers must also have in mind the provisions of relevant legislation 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.

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. 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 PCC to be just cause for immediate cancellation of any letting or series of lettings and may result in forfeiture of the entire security deposit.

## Letting Agreement

This letting agreement is between the PCC of the Mid-Wydean Churches (hereafter the PCC) and

.....(on behalf of..... *complete as necessary*).

It is the responsibility of the hirer to be aware of the Lettings policy of the PCC which can be found on our website: [www.mid-wydeanchurches.co.uk](http://www.mid-wydeanchurches.co.uk) All lettings are subject to this Policy.

Application Forms and a Copy of the Lettings Policy can be obtained from the Parish Office or the website

Venue to be hired:

Date of hire:

Time of Hire: Beginning. End.

Nature of event:

PCC contact:

Contact details of hirer:

Name:

Address:

Email:

Phone number(s):

Payment can be cash, cheques or BACS. No debit or credit card payment facility is available

I agree to abide by all terms and conditions within the lettings policy of the PCC.

Signed:.....Date:.....

Signed on behalf of the PCC:.....

Payment received £

Date:

PCC:

Parish Co-ordinator: Alison Stuttard

Parish Office: The Church on the Street, 6a, St Johns Street, Coleford, Glos GL16 8AR.

Open Monday – Thursday 9 – 1.

Tel: 01594 368849

## **Mid-Wyedean PCC Hire Charges 2018**

All Saints, Newland: £25 per hour

All Saints, Staunton: £20 per hour

Good Shepherd, Broadwell: Church: £20 per hour  
Meeting Room: £8 per hour

St Peter, Clearwell: £20 per hour

St Saviour, Redbrook (evenings and weekends only in term time): £20 per hour

The Church on the Street: £8 per hour