

**Aldwick Parochial Church Council**  
**Policy Document**  
**St Richards Church and Mosse Hall**



**Lettings Policy**

**Reviewed by:** Mike Broad  
**In consultation with:** Standing Committee – Hall Manager – Ian Misslebrook  
**Approved by:** Aldwick Parochial Church Council (APCC)  
**Approved on:** 26<sup>th</sup> January 2015  
**Review Date:** January 2017

## **Lettings of Church and Mosse Hall Policy**

### **1. Background**

A facility letting is a valuable resource to the mission of *Aldwick Parochial Church Council* (*The APCC*). It provides a means for Christian worship, witness and celebration, a source of income, and allows *The APCC* important means to fulfil its role as a valued part of the community.

Any policy also needs to be consistent with current legislation in relation to the prevention of discrimination in the provision of goods and services.

St Richards Church and Mosse Hall are placed in a residential area, and *The APCC* places a very high priority on maintaining excellent community relations, especially with its immediate neighbours.

There is a need for a lettings policy to ensure that the facilities are managed within the law but also to fulfil the mission of *The APCC* and the need to be a good neighbour.

### **2. Scope of the policy**

The purpose of this document is to provide a framework for staff to make decisions on lettings or refer decisions to The APCC Standing Committee if appropriate.

This policy relates to St Richards church, Mosse hall and its committee rooms in the parish of Aldwick, Bognor Regis, West Sussex.

### 3. Policy

#### 1. St Richards Church.

- St Richards's church is a place of Christian worship for the people of the parish. It is the policy of the APCC not to let St Richards church. The church may occasionally be made available for the purposes of Christian worship, teaching, celebration within the tenets of the Church of England 39 articles.
- When the church is offered to other organisations for their use, they may make a donation to cover costs but this is NOT a requirement of usage.
- Decisions on making the Church available to other organisations or groups will be made by the Parish Priest in Charge.

#### 2. Mosse Hall and Committee rooms.

- Mosse hall is available for public hire.
- In accepting a booking, no discrimination will be made on sexual orientation, ethnicity, gender, or religion (except when the event is promoting a faith other than the Christian faith).
- Activities for which the APCC accept responsibility (i.e. church activities) will always have first call on the facilities. When there is excess capacity, *after taking full account of regular users and their requirements*, members of congregation will have first call on facilities, then parishioners and then people, groups or organisations from outside the Parish.

#### 3. The APCC staff, have the right to refuse a booking if in their reasonable opinion the event:

- a. Is likely to disrupt the neighbours.
- b. Is illegal or promoting an activity that is illegal.
- c. Is likely to bring the good name of St Richards Church, or the APCC into disrepute.
- d. Will be promoting faiths other than the Christian faith.
- e. Will create demands upon the staff team that are beyond their contractual obligations.

#### General Notes:

- In the event of a dispute over a booking the decision may be referred to the APCC standing committee, the Priest in Charge or Church Warden, whose decision will be final.
- Permission from The APCC and or its staff is required for the use of photography and/or inviting members of the press in a professional capacity. Permission will not unnecessarily be withheld.

#### **4. Conditions of use – Mosse Hall & committee rooms**

1. The scale for letting charges is set out in appendix A, and is subject to revision without notice by the APCC.
2. All enquiries regarding charges for use of the halls and their upkeep should be made to the hall manager.
3. The APCC cannot accept responsibility for the loss of, or damage to, personal property including property in the safekeeping of the group or hirer, whatever the cause.
4. The letting charge is payable on collection of the keys before the use of the hall and is non- returnable.
5. Where required a separate deposit of £50 is payable at the time of booking against damage breakages or misuse of Church property. This is in addition to the letting charge and will be returned after the event subject to conditions 8, 9, 10, 11 & 12 being met to our satisfaction.
6. Regular hirers, will receive Invoices, with payment due upon receipt. Any alterations or errors in charges, to be notified to the APCC Treasurer or The Hall Manager, within 7 days of receipt.
7. If the booking needs to be cancelled there will be no cancellation charge, provided a minimum of 7 days' notice, has been given before the hire date.
8. APCC reserves the right to charge cancellation fees, if less than 7 days' notice is given. These charges shall not exceed 50% of the original hire fees.
9. If the booking is cancelled on the day of hire, APCC reserves the right to charge the full hire fee agreed at the time of booking.
10. No alcohol is to be sold on the premises by the hirer or their agent.
11. All lettings are subject to the APCC safeguarding policies, risk assessments and adherence to fire, health and safety precautions (appendix B).
12. The hirer (unless agreed with the Hall Manager) must provide black plastic refuse bags for everything other than recyclable items. ALL rubbish must be put in bags and removed to the outside skips (or where possible taken away completely for appropriate recycling). Bags must be tied up. No rubbish is to be left in the kitchen or hall, or committee rooms. All litter must be removed including from car park.
13. The hirer is responsible for leaving the premises on time and in good, safe and clean order.
  - The cleaning and stacking of all tables and chairs to where they were found or as directed by the Hall manager.
  - Furniture when being moved, should be lifted, appropriately and safely and not dragged to avoid damage to the flooring.
  - The kitchen area, floor, sink, cooker, appliances and equipment to be left safe and clean.
  - If used all crockery should be washed and put away (see separate charge).

14. The hirer is also responsible for following instructions for Fire and Safety requirements and regulations as appended (B) and displayed.

15. An evening function must finish by 11.00pm at the latest. A reasonable time will be allowed for the hirers and their helpers to clear up hall or committee rooms after a function ends. For an evening function this means cleared, cleaned and vacated by 11.30pm. All reasonable efforts will be made when taking a booking by the hall manager for evening and or day use, especially clubs, to allow for time between users of a minimum 15 minutes. However premises must be vacated by the allotted booking time.

16. Sellotape and drawing pins are not to be used. Decorations, balloons etc. may only be affixed to the walls by use of Blu-Tak.

17. The maximum number of persons permitted on the premises at one time is as follows:

A: 200 when a seated audience

B: 200 when used for dancing

C: 130 when seated at tables

D: 175 when used for dancing with surrounding tables.

E: Wheelchair access ramp available.

18. Hirers and their guests are asked to remember that the halls are in a residential area and to respect the peace and quiet for our neighbours when clearing up and leaving.

19. The Hall Manager is:

Mrs Jo Farmer  
45 Hewarts Lane  
Bognor Regis  
PO21 3DR  
Email: [hawthorn68@yahoo.com](mailto:hawthorn68@yahoo.com)  
Phone: 01243 268943

20. Payments should be made to the Hall Manager, or APCC Treasurer Cheques are payable to "*Aldwick PCC Mosse Hall Acc*" Arrangements can be made for payment via BACS transfer.

21. Acceptance of these terms and conditions is confirmed by the completion and signing of the booking form.

Produced by:	Michael Broad PCC member
Policy launched:	January 26 <sup>th</sup> 2015 - Approved by the APCC
Policy last reviewed:	December 2017
Quick review date:	December 2017
Full review date:	January 2019