

**Aldwick Parochial Church Council**  
**Policy Document**  
**St Richard's Church and Mosse Memorial Hall**



# **Lettings Policy**

**Reviewed by:** Angela Purser  
**In consultation with:** Standing Committee and Hall Manager  
**Approved by:** Aldwick Parochial Church Council (APCC)  
**Approved on:** 26<sup>th</sup> January 2015 / 9<sup>th</sup> September 2019  
**Review Dates:** December 2017 / September 2019

## **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 Richard's Church and the 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 Richard's church, the Mosse Memorial Hall and its committee rooms in the parish of Aldwick, Bognor Regis, West Sussex.

### 3. Policy

#### 1. St Richard's Church.

- St Richard'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 Richard's 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. During an interregnum, decisions to be made by the Church Wardens.

#### 2. Mosse Hall and Committee room.

- 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 the 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 Richard's 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. The 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, The 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 and attached).
12. The hirer (unless agreed with the Hall Manager) must provide black plastic refuse bags for everything. ALL rubbish must be put in bags and removed to the outside skips. This includes recycling, which is taken care of by our waste contractor. Bags must be tied up. No rubbish is to be left in the kitchen, hall or committee rooms. All litter must be removed including from the 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, 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 the 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 of 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-Tack.
  17. The maximum number of persons permitted on the premises at one time is as follows:
    - 200 when a seated audience
    - 200 when used for dancing
    - 130 when seated at tables
    - 175 when used for dancing with surrounding tables.

There is a 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 The 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 reviewed:	December 2017 / September 2019
Reviewed by:	Angela Purser, PCC treasurer, September/October 2019
Approved by:	APCC, 9 <sup>th</sup> September 2019
Quick review due:	September 2020
Full review due:	September 2021

## Appendix A – Lettings Charges

The following charges are with effect from January 1 2020

<b>Monday-Friday</b>	<b>Morning (up to noon)</b>		<b>Afternoon (12-6)</b>		<b>Evening (6-11.30)</b>	
	<b>Hall</b>	<b>C/Room</b>	<b>Hall</b>	<b>C/Room</b>	<b>Hall</b>	<b>C/Room</b>
Hire - not-for-profit organisation/private	£11.00	£6.50	£11.00	£6.50	£12.50	£8.50
Hourly rates - per hour or part thereof						
Hire - commercial	£15.00	£10.00	£15.00	£10.00	£15.00	£10.00
Hourly rates - per hour or part thereof						

<b>Saturday</b>	<b>Morning (up to noon)</b>		<b>Afternoon (12-6)</b>		<b>Evening (6-11.30)</b>	
	<b>Hall</b>	<b>C/Room</b>	<b>Hall</b>	<b>C/Room</b>	<b>Hall</b>	<b>C/Room</b>
Hire - commercial/not-for-profit/private	£15.00	£10.00	£17.00	£11.50	£21.00	£14.00
Hourly rates - per hour or part thereof						

<b>All day - whole premises</b>	<b>Morning (up to noon)</b>	<b>Afternoon (12-6)</b>	<b>Evening (6-11.30)</b>
<b>Monday-Friday</b>	<b>Appropriate multiples of the following hourly rates</b>		
Hire - not-for-profit organisation/private	£17.50	£17.50	£21.00
Hourly rates - per hour or part thereof			
Hire - commercial	£25.00	£25.00	£25.00
Hourly rates - per hour or part thereof			
<b>Saturday</b>	£25.00	£28.50	£35.00
Hourly rates - per hour or part thereof			

<b>Crockery - any time</b>	£10.00
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<b>Cupboard Rental per annum</b>	£39.00
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<b>Rainbows/Brownies</b>	
Any day, per hour	£9.50
<b>Guiding and Scouting residentials</b>	
Per night	£55.00

## **Appendix B – Fire Safety**

The hall letting is conditional on acceptance of the conditions of use which includes agreement to adhere to these requirements. This is the personal responsibility of the named hirer.

It is against the law to smoke or allow smoking on the premises.

The hirer should familiarise themselves with the location of the fire extinguishers and emergency exits.

### Fire Hazards and ignition sources

- All portable electrical appliances brought into the halls should be in good, safe working order and have been electrically tested to certify this. Only single plugs shall be used in a socket. Multi plug adaptors are not to be used. Safety tested multi-way extensions are permissible when used in accordance with manufacturer's instructions and properly fused.
- All appliances should be switched off and unplugged when not in use or when the hall is unattended.

### Means of Escape

- Internal emergency escape routes must be kept clear of obstruction at all times.
- All exit doors must be easily and immediately operable from the inside.

### Emergency Evacuation

- Alarm is raised by shouting Fire.
- Be aware other rooms maybe in use in the building.
- Do not panic – the rule is personal safety comes before equipment and property.
- In the event of an emergency the hirer should, without putting themselves at undue risk, take responsibility for summoning the emergency services and overseeing the safe evacuation of everyone from the halls by the nearest safe exit. The hirer should take responsibility to communicate with the emergency services in accounting for the whereabouts of each person attending the event.
- Please note location of fire extinguishers, blankets and fire doors, before your event starts. A plan is displayed by the serving hatch in the main hall.
- Assembly point is in the car park – well away from the hall. Remember to carry out a roll call at earliest opportunity.
- Note: Fire proof doors are fitted to the boiler room, switch room and kitchen.
- All incidents must be reported as soon as practicable to the Priest in charge, a churchwarden or the Hall Manager.