

## Hire Policy for the Church

The PCC regards the Church Hall as a facility for the whole community and recognises that in a very diverse community there are many different faiths and practises. Therefore they do not expect that all the activities on the church hall would be in agreement with the Christian faith. But they are required to ensure that activities that take place in the church itself are suitable for a place of Christian Worship. Therefore the policy for groups that wish to hire the church for events or activities is as follows.

- The church will not be used for an act of worship or celebration for any religion or belief other than by Christian denominations designated by the Anglican Church.
- It will not be used by groups that are hostile to the Christian faith.
- The PCC or a representative of the PCC can deny or cancel a booking request if they deem activity to be inappropriate to take place in the Church.
- The activities of the hiring group will be respectful of the primary use of the building is as a place of Christian Worship, and will not use the chancel area beyond the altar rails.
- If the Church is required for a one off church event (for example a funeral) on a normal hire day, the hiring group will receive a minimum of two 2 weeks' written notice and will make the hall available, up to a maximum of three times during the term of the agreement.
- St Anne's PCC ("the PCC") will give one month written notice if we need to end the agreement and may end the same immediately in the event of non-payment of any sums payable under this agreement within 14 days of the same becoming due or any breach of any other provision of this agreement
- The hiring group will keep insured the hiring group and all its members and lawful visitors against all claims in any way arising from or related to the actual or purported exercise of the rights granted by this agreement so as fully to satisfy all claims which the Club or other persons as stated above may be liable under the terms of this agreement.
- Any group with children attending will meet all national and local requirements as persons responsible for the care and safeguarding of young children including all necessary registrations, and shall employ a suitably qualified, trained and experienced leader. They will send a copy of their safeguarding policy to [stanneseastville@gmail.com](mailto:stanneseastville@gmail.com)
- The hiring group will not make any copies of any keys they are given without the consent of the PCC.
- The fire safety policy and plan of the church will be adhered to, and fire exits kept clear.
- Sale of Alcohol is not permitted without a licence and permission of the PCC or their representative.
- No smoking anywhere on the premises.
- No major or structural alterations or additions to the premises will be permitted.
- Any crockery used will be washed and put away. Dish washer may be used according to the instructions provided.
- ALL Black bin RUBBISH is to be taken away and properly disposed of. DO NOT use the church or neighbours bins. Sorted Recycling and compost can be left in the church bins.
- Do NOT ADJUST HEATING controls
- Furniture that is moved will be returned to its original place at the end of each hire session, unless agreed otherwise.
- Any damage caused by the hiring group (or their clients) to the building, furnishings and contents will be paid for by the hiring group.
- All music and singing to finish at 9pm in the garden and 11pm inside. Please care for the neighbours by keeping the noise down when in the garden or leaving the building in the evenings.

### Payment and Cancellation policy

- Party and one-off bookings will be invoiced for non-refundable payment a week before the booking.
- Cancellations made before payment will not be charged for.
- Regular bookings will be invoiced monthly.
- There are no cancellation fees for regular bookings if the booking is cancelled prior to the date of the booking.