

WINDHILL CHURCHES CENTRE

Lettings Policy / Booking Conditions

Lettings Policy

1. Prospective hirers must have an association/connection with either of the churches and be at least 21 years old.
2. In line with planning consent, the Centre will not be let out for the commercial gain of the Hirer. The hall must be cleaned and vacated by 11:30pm on the day of hire. Noise levels must not be such as to disturb local residents.
3. The WCC is a Christian building and, as such, Hirers should respect the Management Committee's Christian ethics.
4. All booking requests shall be made in writing to the relevant Church office. All functions ancillary to the two churches will be considered, e.g. social events following a christening, First Holy Communion, confirmation, marriage, wedding anniversary, funeral, or functions organised by parish groups.
5. The Management Committee will make the final decision regarding the acceptability of hire and reserves the right to refuse any booking request without reason.
6. Upon acceptance, the Hirer shall enter into an Agreement for Hire which shall be signed by the Hirer and an authorised signatory of the Management Committee.
7. Priority will be given to Parish organisations that use the Centre on a regular basis.
8. No parking is available near the premises; Hirers must use local public car parks. By agreement, temporary use of two unloading bays/drop-off points can be made available. It is the Hirer's responsibility to ensure that no attendees park vehicles in the front or rear car parks of the old monastery. The damage deposit will be retained for any violation of this condition of hire.

Booking Conditions

1. The Management Committee requires that the total donation to be payable in advance. Should the Hirer cancel a booking, the Management Committee reserves the right to retain any deposit paid.
2. The Management Committee reserves the right to cancel a booking at any time. Any deposits paid will be returned, but the Management Committee accepts no responsibility should any extra costs be incurred by the Hirer.
3. A damage deposit of £100 will normally be required. A cheque dated for the day of the event and payable to the relevant church, should accompany the booking form. All or part of this deposit may be retained by the Management Committee to cover the costs of repairing or replacing any damaged items.
4. Hire and use of the stage, stage lighting, sound equipment and kitchen will be subject to certain conditions of use which are annexed to the Hire Agreement.
5. Hirer to check condition of room on arrival; report any damage/faulty equipment.

Hire Charges

- **Parish Groups**

There are no fixed hire charges. However, donations are requested to help cover the running costs. Suggested donations are to be discussed with the relevant church.

- **Other Hirers**

Main Hall: £20 per hour; Upstairs room: £10 per hour; cost of hiring the kitchen: £20

Occasionally the use of WCC toilet facilities may be requested. This will be a large event associated e.g with the Town Council when the Monastery Gardens have been hired e.g. May Fayre (2017); BS Theatre Group (annual event). An additional charge will be requested to pay the cleaners who will be working an extra 2 hours in addition to their regular work schedule.

- **Equipment Hire**

See separate sheet for details of charges.

WINDHILL CHURCHES CENTRE

Conditions of Use, page 1 of 2

1. Access shall be restricted to areas of the Centre identified in the Hire Agreement for the period and use stated therein. No access will be allowed to the office areas.
2. The Hirer shall not sub-let the Centre or any part thereof.
3. The public address system, stages, stage lighting and kitchens are subject to additional conditions of use – see condition 22 for details and/or extra sheet for kitchen. The Management Committee reserves the right to introduce additional conditions of use without prior notice.
4. No copyright protected drama or musical work shall be performed without the agreement of the copyright owner, unless under conditions where such agreement is not required. The Hirer shall indemnify the Management Committee against any infringement of copyright.
5. The sale or consumption of alcohol may be permitted with the Management Committee's knowledge – subject to a valid licence for the event being exhibited to the Management Committee, should alcohol be sold. The implications regarding sale or consumption of alcohol are within the other terms and conditions, namely items 2 and 3 of the lettings policy and item 6 of the conditions of use.
6. The premises must not be used for any illegal or immoral purposes.
7. Smoking is not permitted in any part of the Centre or in the grounds of the old monastery.
8. With the exception of guide dogs, no animals are allowed in the Centre.
9. Exits shall not be blocked nor obstructed. The main entrance should either be locked or 'manned' at all times to prevent unauthorised access to the Centre. It is the responsibility of the hirer/parish group leader using the facilities to be familiar with safety and evacuation measures and ensure attendees are informed of the fire escape routes. The assembly point is at the rear of St Joseph's Church. Those exiting the WCC front door would access the assembly point via the Old Monastery pathways or across the lawn. Those exiting from the rear of either of the two halls would exit through the side gate into St Michael's churchyard and then assemble at the back of St Joseph's Church via Cardinal's Walk. Group leaders should report to the emergency services.
10. The Hirer is responsible for the safeguarding of visitors to events and undertakes to be responsible for maintaining good order on the premises during the period of hire and while persons are entering and leaving. Management Committee reserves the right of access at any time and the right to determine whether the Hirer is keeping to the conditions of use and the lettings policy. Any instruction from a representative of Management Committee must be complied with immediately.
11. The Management Committee shall not be responsible for any loss or damage suffered by or to the Hirer or any Third Party as a result of any breakdown, electrical failure, leakage, fire or similar, necessitating the cancellation or interruption of the hiring. The Hirer shall indemnify the Management Committee against all claims for damages, compensation and/or costs in respect of bodily injury or illness to Third Parties and/or damage to Third party property caused by, arising out of or being incidental to the Hirer's use of the premises. The Hirer shall be responsible for all loss or damage to the Centre and contents therein that are the property of the Centre except when such loss or damage is as a result of the negligence of the Management Committee.
12. The Hirer shall effect and provide the Centre with copies of adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 11 and 13.
13. Should the Hirer become aware of any damage or accident the Hirer must report the matter to the Centre as soon as possible and in any event no later than the next working day, using the feedback form provided.
14. The Hirer acknowledges that no tenancy is intended to be created between the Management Committee and the Hirer and no relationship of landlord and tenant exists between them.
15. In case of emergency, contact numbers are given on the notice board in the entrance hall.
If the occasion arises where a fuse "trips", the two main halls: Charnley Hall & St Joseph's Hall each have an Electrics Room with fuse boards where the "trip" fuse can be reset.
16. Room layouts should be left as found, except where previously agreed. All windows and doors should be closed. Property of the Hirer must be removed before the end of the hire period. **All rubbish, bottles and cans should be taken away by the hirers and removed from the premises.**
17. All floors should be swept and tables cleaned; (cleaning equipment can be found in the cleaner's room on the ground floor.) Control of Substances Hazardous to Health (COSHH): only hand wash, washing up liquid & anti-bacterial spray are allowed in public places for everyday use. All other substances, including cleaning products will be secured and locked in the designated cleaner's room. Toilets should be checked before exiting the WCC: taps turned off; toilets left in a clean condition; floors swept & mopped. A mop & bucket is stored in the cloakroom beside the lift.
18. Please move chairs and tables by lifting them clear off the floor rather than dragging them. Please do not stand on tables or chairs. In St Joseph's main hall, there is a requirement to use the table trolley to move and store tables and the chair trolley to move chairs, according to the instructions attached to the trolley. Heavy or bulky items should not be moved unless the abilities (mental & physical), and competence of the person are taken into consideration.

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Conditions of Use, page 2 of 2

19. Please do not fix anything to, or remove anything from, any part of the premises – including notice boards – without permission. Flags, emblems or other decorations shall not be displayed inside or outside the premises without previous agreement of Management Committee. The use of sticky tape, blutac, pins etc. on internal surfaces is not allowed.
 20. Before use, Hirer should report any damaged or faulty facility to the Management Committee. All breakages and damage to equipment and premises during the period of hire are the responsibility of the Hirer, and are to be reported to Management Committee and paid for in full by the Hirer. Additional equipment can only be used by prior agreement and at the discretion of Management Committee and if used and stored on the premises, is done so at the sole risk of the Hirer.
 21. Ladders are not to be used without permission of the Parish Priest, or his representative. A second person must be present to help/supervise. They should be stored in a locked cupboard and/or using a lock & chain. Ladders are unfit for use if rubber feet are missing which could cause ladder to slip and/or damage flooring.
 22. Special equipment e.g. lighting, stage, sound and visual systems may be used only by those individuals who have received prior instruction in the use of such equipment. There is an additional fee for such hire. Hirer's own portable equipment should be in a safe condition. An annual PAT is undertaken by Precision on electrical items in the Centre. The WCC is indemnified against any problem caused from the hirer's own faulty electrical equipment.
 23. There is a limit on the number of people that can be accommodated in each room. St Michael's main hall can accommodate a maximum of 90 persons, seated. St Joseph's main hall, 110 persons, seated.
 24. Upper meeting rooms can accommodate up to 50 people on St Joseph's side and up to 25 people on St Michael's side; but being a single staircase building, the occupancy of the first floor is limited to 60 persons in total, at any one time. Ground floor meeting rooms should be used where disabled persons are present and a responsible person delegated to assist the disabled person should an emergency arise.
 25. First Aid boxes are kept in the kitchens and St Joseph's Parish Office. Visitors to the Centre will be permitted to use them on a self- help basis unless a trained first aider is present who will then administer first aid as required. Accidents should be recorded on the accident sheets provided, and the nominated person will monitor the registers & ensure first aid boxes are kept supplied and up to date.
 26. No storage is permitted under the stairs, at any time, apart from the piano.
Storage areas should be kept accessible, clean & tidy, and items no longer required, disposed of. Dolls with synthetic hair should not be used in toddler groups where children of teething age are present.
No item that cannot be lifted with one hand should be stored above shoulder height unless suitable and sufficient means of placement and removal is provided, and the risk of that item falling, is very low.
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WINDHILL CHURCHES CENTRE Conditions of Use of Kitchen

1. The general Conditions of Use also apply to the kitchen.
 2. Children under the age of 12 are not permitted in the kitchen, or the Tea Point on the upper floor.
 3. Children from 12-16 years of age must be closely supervised by a responsible adult.
 4. Hire of the kitchen entitles the hirer to use of all items within the kitchen such as cutlery, glassware, china and cooking equipment.
 5. Hirers should provide their own tea towels.
 6. Any breakages or damage must be reported and paid for. Any equipment found to be missing may be charged to the Hirer. Any such payments may be made directly or requested to be taken from the damage deposit.
 7. Please read carefully the instructions on the correct use of the water heater, dishwasher and oven before use.
 8. The use of the kitchen by outside caterers should be approved by the Management Committee; although responsibility still lies with the Hirer.
 9. The Hirer shall, if preparing, serving or selling food, comply with all relevant food health and hygiene legislation and regulations.
- 10. Before departure, the following tasks must all be performed:**
- ✓ **Remove ALL rubbish and refuse and dispose of it OFF the premises. Do not use any nearby bins.**
 - ✓ **Switch off, at the relevant wall sockets, the following appliances:**
 - ✓ **Dishwasher Cooker Microwave Cooker hood Water heater**
 - ✓ **Do NOT switch off freezer, or refrigerator.**
 - ✓ **Close kitchen shutter: this is a fire regulation requirement.**
 - ✓ **Close all windows.**
 - ✓ **Clean all work surfaces and equipment. Sweep and mop floor. Mop & bucket stored in cloakroom beside the lift.**
 - ✓ **Cleaning equipment is to be found under the kitchen sink and in the ground floor cleaner's room, on left hand side of stained glass. The cleaner's room should be kept locked; the key hangs in the First Aid cupboard in St Joseph's kitchen and in the wall cabinet by the fridge in St Michael's kitchen.**
 - ✓ **Empty the 'fridge of any items you may have put there. Ensure dishwasher is emptied as per instructions.**

APPLICATION FOR USE OF WINDHILL CHURCHES CENTRE

Old Monastery Gardens, Windhill,
Bishop's Stortford CM23 2PE

Date applied for		Period of use	From:	am/pm	To:	am/pm
N.B. Planning constraints require that events end at 11:00pm and that the Windhill Churches Centre is vacated by 11:30pm						
Purpose of function						
Name of organisation (if applicable)						
Number of people attending		Period of use (hiring) is inclusive of preparation & actual function	Time	am/pm		
Will catering be undertaken? YES/NO		Will external caterers be employed?	YES/NO			
Will alcohol be on sale? YES/NO	If YES , a Tens licence must be displayed at point of sale	Will alcohol be consumed?	YES/NO			
Do you / members of your group need to use the lift from the outside ground floor? (Fob for lift supplied by booking secretary if required, returnable deposit £10.00)			YES/NO			
Equipment requested to be hired						

Rooms to be hired (NB: 60 maximum number over entire upper floor)

<u>St Michael's Rooms</u>	Maximum numbers	Please tick:
Charnley Hall	90	
Kitchen		
WCC1	15	
WCC2	10	
WCC1/2 (no divider)	25	
WCC3	10	

<u>St Joseph's Rooms</u>	Maximum numbers	Please tick:
Main Hall	110	
Kitchen		
Upper Room	30	
St Margaret Clitherow Rm	20	
Whole room (no divider)	50	

(For H&S reasons, meetings should be held in ground floor rooms where physically disabled persons are present)

I have read and accept the terms and conditions of use of the facilities of the Windhill Churches Centre and accept total responsibility for the conduct of those attending the function.

Applicant name		Signature	
Address			
Post Code			
Telephone No		Email	

For office use only:

Request accepted / rejected by Management Committee	Date request received	.../.../...
Signed, St Michael's:		Date.../.../...
Signed, St Joseph's:		Date.../.../...
Signed, Hirer:		Date.../.../...
Total cost:	Money received:	Date.../.../...
Damage Deposit	£100.00	Received & banked? YES/NO
Lift Fob issued? £10:00	YES/NO	Fob returned? YES/NO
		Date.../.../... Fob deposit returned.../.../...

