# The Church in Westbury Park

# Lettings Policy

*Approved by Ecumenical Church Council – April 27th 2021
Review due - 2022*

In this policy the following terms are explained below:

“The ECC” means the Ecumenical Church Council of the Church In Westbury Park

“The Manager” means the Administrator or Manager for the time being having control of the lettings on a day-to-day basis on behalf of the ECC

“the Minister” means the Ecumenical Minister for the time being of the Church in Westbury Park

“the Hirer” is the person or persons having the benefit of a letting as defined below.

The Church in Westbury Park (a registered charity) has three lettable buildings on three sites. These comprise

St Albans Church and churchyard, St Albans Church Hall and grounds and Westbury Park Methodist Church (jointly and severally referred to as “the lettable premises”.

The lettable premises are all available to hire for regular hires and for one-off hires (“Lettings”). The funds these lettings raise support our work in the community and help to maintain our buildings.

No letting constitutes or grants any right to exclusive possession or tenancy in law of all or any part of the lettable premises at any time.

## Rooms available and facilities

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| **Room** | **Description** | **No. of people** | **Charge** | **Extras** |
| **St Alban’s Church** | Large church, with movable chairs with hard surface. Excellent acoustics | Up to 400 people seated | £30 per hour | Heating (15th October to 30th April) £10 per hour.Grand piano - £20 (or cost of tuning if want it tuned)Organ - £50  |
| **Church Hall** | Large Church Hall with padded chairs and tables if needed. | Up to160 (seated) | £20 per hourFriday and Saturday night £200 (6-11pm)Children’s Party £80 (from 1st Feb 2021)for 3 hours (2 hour party, 30 min set up and clear up) | Kitchen available for providing drinks and snacks. (Free).£10 to use cooker/oven if required.£10 to use stage |
| Wells Room | Small room upstairs |  Up to **40** | £12 per hour |  |
| **Westbury Park Methodist Church** | Large Church with a chairs with soft surface. There are old pews around the sides for overflow seating.Tables also available. | Up to **200** (seated) | £20 per hourChildren’s Party £80 (from 1st Feb 2021)for 3 hours (2 hour party, 30 min set up and clear up) | All hirers can have shared access to kitchen (depending on other events in building) to make drinks and snacks.£10 to use cooker/oven if required  |
| Room 1 | Room with selection of chairs. Tables also available. | Up to ***40*** people (seated) | £12 per hour |
| Room 2 | Small room with chairs. Tables also available | Up to ***20*** people | £10 per hour |
| Hall | Upstairs hall Small tables and chairs for young children available. Kitchenette for drinks and snack preparation. | Up to ***50*** people. (but only about 20 chairs for adults upstairs, so need to carry any more upstairs) | £14 per hourChildren’s Party - £70 (from 1st Feb 2021) for 3 hours (2 hour party, 30 min set up and clear up) |

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| **Room** | **Disabled Facilities** | **Toilets** | **Alcohol allowed?** |
| **St Alban’s Church** | Ramp entrance. Level inside until the Chancel and entrance to side chapel. | One disabled toilet. More toilets are planned.Included baby changing area. | Yes – hirers need to get a Temporary Events Notice from the council for a small fee |
| Church Hall | Level entrance. Level inside, except for stage area. | Men, women’s and disabled toilets. Includes baby changing facilities | The hall has an alcohol licence. |
| Wells Room | No level access | Downstairs by the Wells Room entrance. | The hall is licenced |
| **Westbury Park Methodist Church** | Ramp entrance. Level on ground floor | 3 toilets, one is accessible which Includes baby changing facilities. Extra older toilet near church. | No alcohol allowed – not in raffle or similar, not in liqueur chocolates, not in mulled wine at Christmas. |
| Room 1 |
| Room 2 |
| Hall | No level access | 2 toilets upstairs, not of accessible design |

## Safeguarding

Your attention is drawn to **THE CHURCH IN WESTBURY PARK POLICY STATEMENT** (supplied) with regard to work with children and young people, which reads:

“It is the responsibility of all members of the parish of the Church in Westbury Park to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

We recognise that:

• The welfare of the child, young person or vulnerable adult is paramount.

• Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives

• All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.

• Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.”

You may see a copy of our Safeguarding policy here - <https://westburyparkchurch.org.uk/about-us/safeguarding-policy/>

The above policy applies to Westbury Park Methodist Church notwithstanding the ownership of the property by the Trustees for Methodist Church Purposes as well as to St Alban’s Church and hall.

The Hirer confirms that the hirer has received a copy of the Safeguarding Policy (or has looked at the policy on the website, and read it), has an understanding of it, and undertakes to follow it or comparable equivalent guidelines and procedures (such as Scouting and Guiding national safeguarding policy) for the safeguarding of children, young people and vulnerable adults at the lettable premises.

**The following provisions also apply:**

1. Leaders of hirers that are children or young people’s groups must have reached the age of 18 and have DBS enhanced disclosure certification which must be produced on demand. The Hirer is bound by the Children’s Act.
2. No adult will be left alone with a child or young person without the opportunity of being observed by other adults.
3. No child should be met or taken off the whole or any part of the church premises without a parent or other authorised adults known to the child being present.
4. We strongly recommend that two adults are present at all times with each group of children/young people during the running of your session.
5. For mixed groups both male and female leaders are required.

This applies to all bookings except for private party bookings where all those attending are guests by invitation only.

In this case the hirer must have valid personal liability insurance cover.

## Insurance

*If you book more than 3 lettings with us in one calendar year or if your event is ticketed or free to the general public (regardless of the number of events you book with us in a year) then the following paragraph applies:*

The ECC’s insurance policy does not cover the Hirer against personal liability and the Hirers are themselves responsible for ensuring that they have insurance cover sufficient for their needs. The Hirer agrees to indemnify the Trustees of the Church in the event of loss or damage to the Hall or to any Church premises or contents, and in the event of any claim being made for bodily injury or damage to personal property arising out of the use of the premises. The Hirer is required to certify that he/she possesses insurance of sufficient amount to cover liability for activities whilst on all Church premises.

*The Methodist Insurance Company provides cover for small outside user groups under their Community Shield policy or their Commercial Shield Policy Select (information for this policy is not on the church website, but more information can be found here - http://www.methodistinsurance.co.uk/products/community-shield/index.aspx or you can telephone 0845 6061 331. Another possible insurer that may be worth requesting a quote from is* [*https://www.policybee.co.uk/charity-insurance/community-group-insurance*](https://www.policybee.co.uk/charity-insurance/community-group-insurance)*. The ECC does not receive any payment or commission should you select one of these products.*

The ECC accepts no liability for loss or damage to users’ property whilst on the Lettable Premises.

## Who can hire a room?

As a Church we ask users of the facilities to be in agreement with the ethical basis of the Christian faith and the ECC reserves the right to decline use of the buildings at its absolute discretion.

The ECC (Ecumenical Church Council) has decided that it will not let space to any political party for reasons of community cohesion.

The Lettable premises are not available for any non-Christian religious purpose nor any non-Christian religious ceremony. For this purpose The ECC will allow hire by other churches that are members of Churches Together in England and Wales for one-off events, but any regular hire by another such church has to be authorised by the national body of either the Church of England or the Methodist Church after the ECC has given consent.

The ECC may refuse any proposed letting agreement at its absolute discretion if it feels it is incompatible with the ethos and specific purposes of the Church In Westbury Park so as :

1. not to conflict with the purposes of the church;
2. to comply with the doctrines or beliefs of the church;
3. to avoid causing offence to members of the wider Christian faith;
4. to avoid causing conflict with the strongly held religious convictions of a significant number of members of the Church in Westbury Park

Purely Social activities by members of other faiths are encouraged.

Any request to use the buildings for filming must be made to the Minister. Permission will not be given if the topic is deemed to not be in keeping with the religious objects of the Church in Westbury Park.

## Deposit Policy

Once a booking has been agreed a deposit of £20 will be taken to secure the date. The full payment will be required in advance of the event and either posted to/paid directly at the church office or paid by bank transfer.

The deposit will be paid in addition to the hire fee and will be kept until the manager has received confirmation that the premises were left in a clean and tidy state.

*(NB Not applicable to hirers with a regular booking)*

## Cancellation Policy

Force majeure

The ECC or the Minister reserves the right to cancel a booking or letting in emergency situations. These could include (without limitation);

the demise of a significant public figure, when the church would be required immediately for public mourning,

a health and safety concern (e.g. major fabric incident),

and the need to use the building for civil protection purposes (e.g. in the event of a natural disaster).

Any regular booking may be cancelled upon giving three months’ notice if the room should be required for use by the ECC for any church purposes or to carry out building works or comply with any statutory requirement.

The church can cancel any hire if it is needed for a funeral or other life event (for example, wedding, baptism, memorial service etc). We will aim to give as much notice as possible and to offer an alternative space if there is a suitable space available. An alternative space is not guaranteed.

If the Hirer needs to cancel the booking please the Hirer must give the Manager as much notice as possible and the ECC will return the paid hire fee less the deposit. If The Hirer cancels within 14 days of the booking then the hire fee will not be returned. If the Hirer has a regular booking, The Hirer may make a request to move the booking to an alternative date depending on availability.

## Noise

Please be aware of our neighbours during your event and keep noise levels to a minimum especially when using the outside areas or after 10pm. Please park legally and considerately in surrounding streets

## Health and Safety

All Hirers must familiarise themselves with the location of the Fire Exits, Fire alarm points and the Fire extinguishers. All Hirers should know how many people are at their event so in the case of evacuation you will know that all have left the building. In the case of fire the fire brigade should be called immediately.

Food Hygiene - The Hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene regulations and in particular the Food Safety Act 1990 and the 2006 Food Hygiene Regulations.

First Aid – As a hirer it is your responsibility to know the location of first aid equipment and accident report forms.

***First Aid box is found:*** *SA – in the kitchen, on top of the cupboard on the left as you go in.**WPM – in the kitchen, in the top drawer (labelled) on the right as you go in.*

***Accident Report forms are located:*** *SA – in the kitchen, on top of the cupboard on the left as you go in.*

*WPM – in the kitchen, in the top drawer (labelled) on the right as you go in.*

If The Hirer have to complete an accident form they should be sent to the office (4 North View, BS6 7QB) or if at the Methodist Church just put through the office door.

## Miscellaneous Rules The hirer shall:

a. Not permit more than the maximum number of people, notified to hirer by the Charity, to be in any room at any time.

b. Leave the Premises in a clean and tidy condition, undamaged and free from rubbish and any items brought into the Premises and leave the Premises properly locked and secured, returning the keys to the Charity’s Representative, close all opened windows and turn off all gas appliances, electric heaters and lights, except for the emergency lighting. Keys for the Premises should be returned to the Hall Booking Manager or the church office.

c. Ensure that any electrical appliances brought by him into the Premises shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

d. Be responsible for proper supervision, quiet and orderly conduct, protection of the Premises and contents from damage and that no nuisance is caused to other occupiers of the Premises or any adjoining premises.

e Ensure no bolts, nails, tacks, screws, pins, hooks, strong adhesive or other such like objects are used in or on any part of the Premises and no decorations are put up near light fittings or heaters.

f. Not allow smoking, the consumption of drugs, any other illegal substances or gaming on the Premises. NB Alcohol is NOT allowed on the premises at the Methodist Church (see details in table above) and for St Alban’s Church Hall, Form A17 in Appendix 2 needs to be completed.

g. Not trade or allow trading to take place from the Premises during the Hire Period, unless agreed in writing by the ECC.

h. Not permit posters, advertisements or notices to be displayed on the Premises without the consent of the Church Office.

i. Not sub-hire or assign to any third party the Premises.

## Frequently asked Questions

**Do I need a key?**
Not usually at the Methodist Church. If you need one at St Alban’s church or hall the manager will tell you how to get one and where to return it. For most lettings a key is not needed.

**Can I put up decorations?**
As long as you do not use anything that will damage the décor. And as long as they are removed at the end of your party.

**Will there be heating?**
The heating should be on if required. In the Methodist Church there are room thermostats – if you turn the setting down please make sure to turn it up to the previous setting before you leave.

**Is there car parking?**
There is limited parking at St Alban’s church and hall– no parking is guaranteed for any event. There is no parking at the Methodist Church, but there is on street parking (with some daytime restrictions on some streets). The needs of disabled persons should be prioritised when using any of the parking spaces at St Albans Church and hall.

**How long should I hire for?**
Your booking should include set up time and clear up time. These may be longer than the event you are booking for. You need to allow for any putting out of chairs and tables and then putting them away again. If you take a photo(s) at the start of your let you will then be able to return everything to where it should be. If you take photo(s) at the end then there will be proof that it was left in a clean and tidy state.

**Can I put up posters advertising my event?**

No notice or poster can be put up without the consent of the Hall Booking Manager or the Church Office or the Minister.

**Is there recycling?**
No please take all recycling home with you. Both churches have large bins. At St Alban’s this is located near Wells Room entrance. In the Methodist Church this is located out the kitchen back door towards Berkeley Road. Please make sure to lock the kitchen door once you have deposed of your rubbish.

**Where are the cleaning materials?**
At the Methodist Church the tall cupboard in the kitchen has mop, bucket, dustpans and brushes. The vacuum is stored at the top of the stairs.

At St Alban’s Hall – in the kitchen on the right hand side in the tall cupboard and in the corner near the cupboard.

**Does the Church provide a cleaner to tidy up after a hire?**You are expected to leave the room(s)/Church as you found it. Regular hires should clean and tidy up after their class/event. One-off/Party hires – there is a checklist for you to complete.

We recommend taking photos at the start of your event so you can refer to it when you tidy up at the end. And also take photos at the end to prove you left it clean and tidy.

**If I hire the church can I move the chairs/lectern/Christmas Tree?**The lectern (reading desk) and the two stalls at the top of the chancel steps are not to be moved. Removal would be likely to damage both the floor and sound systems.

Chairs and any fittings may not be removed without prior permission. All chairs in the two central aisles should be in 3s and 4s and 5s; all single chairs should be in the side aisles. The chairs in the side chapel are not to be moved.

During Advent/Christmas season please do not move the tree which is carefully balanced and electronically connected.

**What if I break something?**All breakages must be paid for – please notify the Church office straight away.

**If I hold a concert at St Alban’s Church are there any rules about the copyright of the music?**The Church has to report to the Performing Rights Society (PRS) on the use of copyrighted music.

In order for the PRS to calculate their charge please forward to us the following information as soon as it is known:

• Ticket charges and total ticket takings;

• Audience number;

• Programme of music (not the printed programme but a list of titles, duration, description, composer, publisher and arranger/editor/translator);

• NB If all the music used is out of copyright then we believe that there will be no charge (but if the music has been arranged more recently then it could still be in copyright).

You will be supplied with an additional invoice once PRS have invoiced us.

**I am hiring St Alban’s church but need more toilets/space for performers or I would like to have a bar in the hall so what can I do?**If you wish to have additional toilets the Church Hall can be hired (if available). The Hall is hired via the Hall Bookings Manager, Jo Payne, 989 2552. She can discuss any charges with you.

If you want the members of the Church may be able to run a bar for you in the hall (Hall hire then at reduced cost - £150 rather than £200 when a Friday or Saturday evening) on the condition that the profit goes to the Church. This is dependent on availability.

As the Hall is licenced you may wish to hire the hall for a bar anyway – contact Jo Payne to check availability.

**Do I need an alcohol licence?**The Church hall at St Alban’s is licenced and the ‘Document 2’ in Appendix 2 needs to be completed.

If you hire St Alban’s church then a Temporary Event Notice is required. This can be obtained from the Bristol City Council for a small fee.

Please note that Alcohol CANNOT be provided on a donation basis. Nor can it be included in the price of tickets nor with the sale of a raffle ticket (they all count as selling alcohol).

If you hire any space at the Methodist Church – NO ALCOHOL IS ALLOWED. This includes in a raffle, in liqueur chocolates, in mulled wine at Christmas etc.

**Can I use the stage at St Alban’s Church Hall?**The stage, curtains and equipment in the Hall are not included in the booking unless specifically asked for and must not be used or occupied by the hirer. Please ensure no children are allowed on the stage unless you have hired it.

**Who do I contact if there is a problem?**
*The emergency contact people are:*

**St Alban’s** –Kate Maddock 0117 973 7459, Emma Langley 07974 658 619, Linda Talbot 07450 827 529, Abigail Shepherd 07760 309 180/0117 949 6904

**Westbury Park Methodist Church** –, Abigail Shepherd 07760 309 180/0117 949 6904, Emma Langley 07974 658 619, Mary Knight 07850 293 209

***For both buildings***

Church Office – 0117 973 1562 or 07425 051509 (Weekdays, 1-5pm)

Jo Payne, (Only if there is a repairs and maintenance issue), 0117 989 2552

***PLEASE NOTE – please only use Abigail Shepherd’s phone numbers (landline and mobile, when there is a problem during your booking). For all other queries ring/email the office.***

## Appendices

A Booking Form – for parties and one off hires

B Checklist at clearing up time

C Regular hires booking form - SA

D Regular hires booking form – WPM

E Keyholder Form (when relevant)

### Appendix B

### Checklist at clearing up time (parties and one off hires)

For one off hires there is a checklist to complete at the end of your event.

Please return with your keys to the Hall Booking Manager or post to her if you don’t have keys or put through the church office door (in the Methodist Church if your event is there)

|  |  |
| --- | --- |
| **Name of Hirer** | **Complete (tick)** |
| **Kitchen if used** |  |
| All surfaces clean and tidy |  |
| All bins have been emptied and rubbish placed in the main bin in the hall car park. Recycling to be placed in the appropriate bins located by the front door. |  |
| Windows closed |  |
| Lights off (in the Methodist Church they turn off automatically) |  |
|  |  |
|  |  |
| **Toilets** |  |
| Clean and tidy |  |
| Bins emptied and rubbish taken out |  |
| Lights off (in the actual cubicles in Methodist Church they turn off automatically) |  |
|  |  |
| **Room(s) Hired** |  |
| Clean and tidy |  |
| Chairs and tables returned as agreed |  |
| Any decorations removed |  |
| Windows closed |  |
| Return room thermostat to where it was (if you moved it/if there is one) |  |
| Lights turned off |  |
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| **Please let us know of any breakages: *the Hirer is required to pay for any breakages*** |
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| **Any Comments?** |
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