

# The Church in Westbury Park

## Church, hall and rooms available to Hire

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

The lettable premises are all available to hire for regular hires and for one-off hires. 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.

### 1. Rooms available and facilities

Room	Description	No. of people	Charge	Extras
<b>St Alban's Church</b>	Large church, with movable chairs with hard surface. Excellent acoustics	Up to <b>400</b> people seated	£36 per hour	Heating (15 <sup>th</sup> October to 30 <sup>th</sup> April) £12.50 per hour. Grand piano - £24 (or cost of tuning if want it tuned) Organ - £59
<b>Church Hall</b>	Large Church Hall with padded chairs and tables if needed.	Up to <b>160</b> (seated)	£24.50 per hour Friday and Saturday night £240 (6-11pm)	Kitchen available for providing drinks and snacks. (Free). £10 to use hob/oven/Dishwasher if required. £10 to use the stage.

			Children's Party £85 for 3 hours (2 hour party, 30 min set up and clear up)	
Wells Room NOT CURRENTLY BEING LET OUT	Small room upstairs	Up to <b>40</b>	£15 per hour	
<b>Westbury Park Methodist Church</b>	Large Church with a chairs with soft surface. There are old pews around the sides for overflow seating. Tables also available.	Up to <b>200</b> (seated)	£24.50 per hour Children's Party £85 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 hob/oven/dishwasher in main kitchen if required
Room 1	Room with selection of chairs. Tables also available.	Up to <b>40</b> people (seated)	£15 per hour	
Room 2 NOT CURRENTLY BEING LET OUT	Small room with chairs. Tables also available	Up to <b>20</b> people	£12.50 per hour	

Hall	Upstairs hall Small tables and chairs for young children available. Kitchenette for drinks and snack preparation.	Up to <b>50</b> people. (but only about 20 chairs for adults upstairs, so need to carry any more upstairs)	£17 per hour Children's Party - £75 for 3 hours (2 hour party, 30 min set up and clear up)	
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Room	Disabled Facilities	Toilets	Alcohol allowed?
<b>St Alban's Church</b>	Ramp entrance. Level inside until the Chancel and entrance to side chapel.	One accessible 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

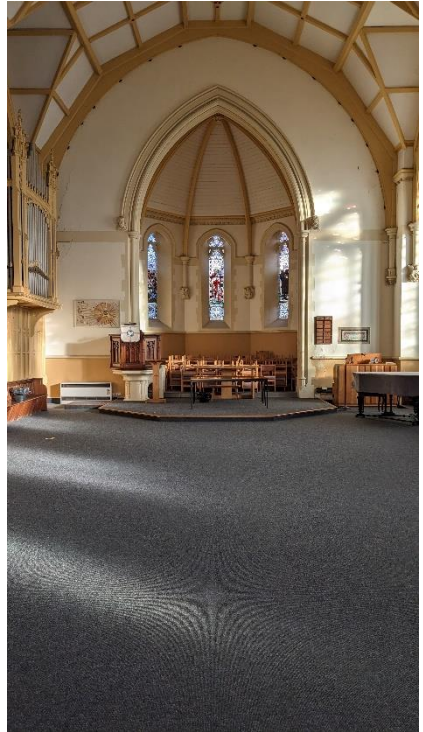
<b>Westbury Park Methodist Church</b>	Ramp entrance. Level on ground floor	3 toilets, one is accessible which includes baby changing facilities. Extra older toilet near church.	No alcohol allowed – not in raffle or similar, not in liqueur chocolates, not in mulled wine at Christmas.
Room 1			
Room 2			
Hall	No level access	2 toilets upstairs, not of accessible design.	

## Westbury Park Methodist Church and Rooms

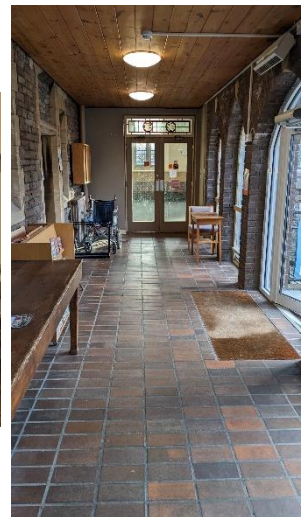
### ROOM ONE



## CHURCH



## COMMUNAL AREAS (CRUSH HALL, LINKWAY AND KITCHEN)





## PRESCHOOL HALL







ST ALBAN'S CHURCH HALL AND KITCHEN







## **2. 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 :

- a) not to conflict with the purposes of the church;
- b) to comply with the doctrines or beliefs of the church;
- c) to avoid causing offence to members of the wider Christian faith;
- d) 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.

## **3. Safeguarding**

All hirers are expected to take seriously the safeguarding of children and vulnerable adults. Our policy can be viewed here -

<https://westburyparkchurch.org.uk/about-us/safeguarding-policy/>

Hirers either have to agree to adhere to ours or provide us with a copy of their own policy. Private parties are exempt from this rule.

## **4. 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.

*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 insurer's 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>*

*Other companies may also offer suitable policies. 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.

## **5. 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 NOR to those who hire St Alban's Church for a one off booking)*

## **6. Cancellation Policy**

If we accept a booking there are occasions when a booking can be cancelled – details are in the Terms and Conditions as part of your hire agreement.

## **7. Frequently asked Questions**

### **Do I need a key?**

A key is not normally needed for the Methodist Church unless it is a regular booking. If you need one at St Alban's church or at the Methodist Church the Hall Booking manager will tell you how to get one and where to return it. For most lettings a key is not needed. If you need a key because you are a regular hirer, you will need to complete a form, promise not to pass it on to others and agree to pay for any loss of keys (and the changing of the locks if that is necessary).

### **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. And if you turn the fans off on the church heaters, you must turn them back on 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 day time 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 disposed 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 the 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). Please contact the Church office to discuss availability and charges.

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 the Church Office to check availability.

**Do I need an alcohol licence?**

The Church hall at St Alban's is licenced and the 'Document 2' in Appendix 3 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.

### **How do I make a booking?**

Email [office@westburyparkchurch.org](mailto:office@westburyparkchurch.org) or telephone 0117 973 1562 to enquire about a booking.



