



Lettings Policy

Agreed by the Parochial Church Council (PCC) at their meeting on
4th September 2019 to be reviewed annually

Introduction

1. The following document sets out the Lettings Policy in relation to the letting of the Church premises of the Parish of Holy Trinity, Shaw ("Holy Trinity"). The premises include the Church building, the Church Hall and all rooms which form part of those premises ("the premises"). This Policy document takes into account consideration of The Equality Act 2010.
2. This Policy sits alongside the Premises Hiring Agreements and Terms & Conditions of Hire. A Premises Hiring Agreement must be completed and signed in respect of every booking of the premises. The person signing the Premises Hiring Agreement shall be known as "the Hirer" and shall accept full responsibility for the due observance of the Terms and Conditions of hire.

Primary Intent

3. The primary purpose of the premises is for worship and other church activities. In addition, the PCC is committed to offering the premises a community resource, in line with its own mission statement, priorities and beliefs. We welcome use of the buildings by groups of all faiths and none where the purpose of hire does not conflict with our own Christian faith and belief.

Letting Restrictions

4. Our attitude towards an application for the use of our premises will be a positive one. We will seek to encourage appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Church's regular activities. We will not, however, accept bookings for activities which are in conflict with the Christian Gospel and the church's Vision Statement.
5. No acts of worship, other than Christian worship, are permitted on the premises.
6. Lettings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event or during Holy Week.
7. Holy Trinity may request references from a new user before agreeing a booking.
8. The Hirer must be a responsible adult over the age of 21.
9. The PCC will not hire out the premises for any parties which will involve large groups of teenagers or young adults between the ages of 13 – 21.
10. Out of respect to other users and our neighbours surrounding the premises, lettings will not normally be taken for events likely to create noise or other nuisance to neighbours, e.g. where a live band is involved.
11. All events are to finish by 11pm, with the premises to be empty by midnight.

12. Where children, young people and vulnerable adults are concerned, the PCC will only hire out the premises to people and organisations who comply with the safeguarding requirements, as outlined in the Terms and Conditions, and provide evidence to that effect.

Charges, Payment and Cancellations

13. The PCC will normally charge per session (morning, afternoon, evening) per building (church or hall) for the use of the premises by external organisations. Hire charges are reviewed annually and will be communicated to regular hirers one month before the new charges are applied. Current rates of charge are as follows:

	1 SESSION	2 SESSIONS	FULL DAY
PRIVATE	£40	£60	£80
COMMERCIAL	£50	£90	£100
COMMERCIAL REGULAR	£30	£60	ON APPLICATION

Note: For regular bookings, these charges are subject to negotiation dependent on frequency of use.

14. In addition, the PCC is entitled to demand a 50% refundable security deposit, which will be returned if the Hirer adheres to all the Terms and Conditions.
15. For occasional bookings, full payment must be made at least two weeks in advance. The PCC reserves the right to cancel the booking at short notice if this requirement is not met.
16. Regular Hirers will be invoiced in advance for all bookings made. They are required to make payment by the first day of each month for all bookings to take place within that month.
17. Regular hirers who fall in arrears with monthly payments will be forwarded written notice of any outstanding balances. Unless any such outstanding balances are paid in full within 14 days of such written notice, the PCC reserves the right to cancel future hires until such time as payment in full is received. If a regular hirer's cheque is represented or returned by the PCC's bank a charge of £25 will be made to the regular hirer.
18. If the Hirer wishes to cancel the booking with more than 14 days notice and before payment is made, there is no charge. After that, the Hirer shall forfeit 20% of the hire fee.
19. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the PCC cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.

Administration

20. Bookings of the premises will be administered by the Bookings Manager on behalf of the PCC. This includes the acceptance and declining of bookings in consultation with the Incumbent and members of the Standing Committee of the PCC if necessary. The Incumbent will act as final arbiter if required.
21. The PCC appoints Brian Mills as the Bookings Manager. The Bookings Manager can be contact by:
Telephone - 07710 717866
Email - millsbj@googlemail.com
In person – by arrangement

Signed



Reverend Katy Cunliffe
Vicar & PCC Chair