

# All Saints Church Brixworth

## Lettings Policy

Approved by Parish Church Council (PCC) – 19/7/2022

Review due - .....2023

All Saints Church in Brixworth (a registered charity) has one lettable building on one site, the main Church building. The Church building is a Grade I listed building of National and International importance. As such the fabric of the Church is to be given the utmost respect.

The Hirer shall not be a person under 18 years of age.

The funds these lettings raise support our work in the community and help to maintain our buildings.

All bookings shall be made through the Churchwardens, and will be confirmed in writing on receipt of the completed booking form, once payments have been received. All Saints Church Brixworth PCC reserve the right to refuse or cancel any bookings which are not in accordance with the Booking Policy.

Acceptance of a booking implies only the use of the building and during the times agreed as per booking form. Please do check that you have included setting up and clearing away times on the booking form. If you have not made provision for this you may not gain access to the building in time to set up your event as you wish or you may affect a booking following yours.

No letting constitutes or grants any right to exclusive possession other than when an entrance fee is chargeable.

We reserve the right for the Churchwardens, their nominated representatives or the Incumbent, to enter the building at any time.

### Facility available

Under the Hire Agreement payment is to be made in full prior to the event.

Room	Description	No. of people	Charge	Extras
<b>All Saints Church</b>	Moderate size church, with 23 Fixed congregation pews. 45 movable chairs with hard surface. Choir stall with adjoining chairs.  Excellent acoustics	155 people seated  38 people seated	On application	On application

## **I. Safeguarding**

Your attention is drawn to **All Saints Church Brixworth Safeguarding 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 All Saints Church Brixworth 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:

### **[PCC Safeguarding Policy & Procedures 2022 Brixworth Church](#)**

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:**

- a) Leaders of hirers that are children’s 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.
- b) No adult will be left alone with a child or young person without the opportunity of being observed by other adults.
- c) 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.
- d) Two adults need to be present with each group of children/young people.
- e) For mixed groups both male and female leaders are required.

The hirer confirms that he/she is familiar with the Home Office Guidelines ‘Safe from Harm’ and has undertaken their recommendations in relation to their work with children and young people.

[www.homeoffice.gov.uk/docs/harm.html](http://www.homeoffice.gov.uk/docs/harm.html), in line with the ‘Safe Church’ policy of the Diocese of Peterborough.

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

## **2. Insurance**

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

## **3. Who can hire the Church Building?**

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

The PCC has decided that it will not let space to any political party or pressure group for reasons of community cohesion.

The PCC may refuse any proposed letting agreement at its absolute discretion if it feels it is incompatible with the ethos and specific purposes of All Saints Church, Brixworth, 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 of England.

Any request to use the buildings for filming must be made to the Churchwardens. Permission will not be given if the topic is deemed to not be in keeping with the religious objects of All Saints Church Brixworth.

Any wish to move furniture, must be agreed with the Churchwardens before the event.

The Hirer must not sub-let or use the premises for any unlawful purpose or in any unlawful way, or bring anything into the premises which may endanger the premises, its users, or insurance policies relating thereto.

#### **4. Deposit Policy**

*Once a booking has been agreed a deposit, to be agreed, will be taken to secure the date. The balance of payment will be required in advance of the event.*

#### **5. Cancellation Policy**

Force majeure

The Churchwardens reserve 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).

If the Hirer needs to cancel the booking, the Hirer must give the Churchwardens reasonable notice and the Churchwardens will return the paid hire fee.

We do not accept any further liability than refunding the hire fee.

#### **6. 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 11pm. Please, park legally and considerately in surrounding streets.

## **7. Religious conditions of use.**

Nothing may take place, anywhere in the building, which is immutable to the teachings of the Church of England. Please see Appendix B for further clarification.

## **8. Health and Safety**

All Hirers must familiarise themselves with the location of the Fire Exits 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 event of fire, the fire brigade should be called immediately.

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

First Aid box and Accident Report forms are located: on top shelf in cupboard on right hand side of the Nave. In the event of any accident, an Accident form must be completed and given to the Churchwardens.

Risk Assessment- It is expected that a written risk assessment is completed by the Hirer, prior to the event. This may be required in the event of any accident.

Any electrical equipment brought into the Church must be PAT tested.

We do not permit highly flammable substances, portable gas appliances or other equipment involving the use of naked flames in the building.

## **9. Frequently asked Questions**

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

A key is not needed. Opening and closing of the building will be with the agreement of the Churchwardens.

### **Can we use the piano or the organ?**

This maybe possible under a previously arranged agreement and for a fee.

### **Can I put up decorations?**

No items may be attached to the walls. Please check with the Churchwardens with regards to other types of decorations.

### **Are there toilets?**

The Church has no toilets. However, there is a Portaloo available in the Church yard. Arrangements may be able to be made for the use of the toilets with the, close by, Heritage Centre, for a fee.

### **Is there a kitchen?**

The Church has no kitchen facilities. The Heritage Centre does have limited kitchen facilities, which you maybe able to arrange the use of for a fee.

### **Can I smoke?**

Smoking is not allowed anywhere in the building.

### **Can we consume alcohol?**

Alcohol is permitted within the building or ground, but must be agreed in advance, on each separate occasion, with the Churchwardens. We are restricted by licencing laws. A 'Tens' licence is obtainable from West Northants Council.

**Will there be heating?**

The heating should be on if required. Please ensure the internal glass doors are closed and also the big outer door where possible.

**Can I sell food?**

Yes. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

**Any damage done?**

The Hirer shall indemnify All Saints PCC in respect of repair of any damage done to any part of the premises or contents of the building during a booking. Please report any damage to the Churchwardens. Any damage must be paid for.

**On leaving?**

Please leave the Church as you find it.

The Hirer is responsible for clearing away their own equipment and disposing of their rubbish at the end of their period of hire. Please do not leave any rubbish behind on the Church premises. We ask you to ensure that you and your guests, on arriving and leaving the building, keep the noise levels at a minimum, as we wish to preserve good relationships with our neighbours.

**Is there car parking?**

The Church has a reasonably sized Car Park, which we ask you to use in a considerate way, especially with consideration towards our neighbours. Please keep noise levels to a minimum and do not leave any rubbish behind.

**How long should I hire for?**

Your booking should include set up time and clear up time. 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.

**Is there recycling?**

No, please take all recycling home with you.

**Where are the cleaning materials?**

In cupboard on right hand side of the Nave. A vacuum cleaner will be made available.

**Whom do I contact if there is a problem?**

The emergency contact people are:

Churchwardens and Rector. See notice in Church for contact details.

## 10. Appendices

- A Checklist
- B Canon F16 Church of England lettings religious conditions
- C Booking form

## Appendix A

### Checklist at clearing up time

Name of Hirer	Complete (tick)
All surfaces clean and tidy	
All bins have been emptied and rubbish has been taken home	
Lights off	
Sound System	
Piano closed, locked and covered (if used)	
Organ closed and locked	
Chairs etc returned to original position	
Locking up arranged with Churchwardens	

## Appendix B

Lettings of church buildings in the Church of England Church is governed by Canon F16. This reads as follows:

### F 16 Of plays, concerts, and exhibitions of films and pictures in churches

1. When any church or chapel is to be used for a play, concert, or exhibition of films or pictures, the minister shall take care that the words, music, and pictures are such as befit the House of God, are consonant with sound doctrine, and make for the edifying of the people.
2. The minister shall obey any general directions relating to such use of a church or chapel issued from time to time by the bishop or other the Ordinary.
3. No play, concert, or exhibition of films or pictures shall be held in any church or chapel except the minister have first consulted the local or other authorities concerned with the precautions against fire and other dangers required by the law to be taken in the case of performances of plays, concerts, or exhibitions of cinematograph films, and the said authorities have signified that the proposed arrangements are a sufficient compliance with the regulations in force as to precautions against fire or other dangers.

4. If any doubt arises as to the manner in which the preceding clauses of this Canon are to be observed, the minister shall refer the matter to the bishop or other the Ordinary, and obey his directions therein.

Pursuant to his responsibility under Canon F16, the minister may request a full programme of events, script, and/or copies of song lyrics that it is proposed to be performed at an event for which the church is being hired.

With regard to events and functions, other than those mentioned in Canon F16, preference will be given to groups who do one or more of the following:

promote the Christian faith; enhance community; encourage stable married and family life; enable reconciliation; support carers; offer practical care to vulnerable, alien or minority groups; encourage care of the environment; promote fair trade; facilitate life-long learning; encourage positive creativity; promote physical and emotional health and well being.

In order to avoid confusion about what the church stands for, we do not permit the church to be used for the celebration of acts of worship that are not Christ-centred, for the promulgation of teaching that is contrary to what the church maintains (as understood by the PCC and its representatives), nor for the promotion of specific political parties.

The PCC reserves the right to refuse a booking at its own discretion. The PCC may do so when it believes the activity proposed appears to be incompatible with Christian principles, or when the activity may cause undue nuisance to neighbours, or when church groups need the facilities. If a decision in respect of matters covered in Canon F16 is disputed, then the MPC complaints procedure should be invoked.