



St James' Church Hall Hire Information

Terms and Conditions



St James' Church
Plomer Hill
Downley
High Wycombe
Bucks
HP13 6NB

www.stjamesdownley.org.uk



1. Welcome

Here at St James' Church we have lots of space and great facilities which we want to make available for our community. In this guide you will find information to help with your booking, as well as terms and conditions of the use of our premises and facilities. They are for your benefit, information and safety, and must be adhered to as part of the hire agreement.

2. Facilities

We have good facilities for meetings, events and children's parties. We already have a wide variety of groups who use the church hall on a regular basis. We have foldaway tables and chairs available for use. Please email Hilary our Church Hall bookings co Ordinator hilmad1842@gmail.com to discuss any specific requirements. A full catering kitchen is available. There are 3 unisex toilets, including an accessible toilet. Access to the Premises is suitable for wheelchair users. Please note that no ball games or bouncy castles are allowed.

3. Making a Booking

- a. check availability online <https://www.stjamesdownley.org.uk/Calendar/Month.aspx>
- b. Email our bookings co-ordinator, Hilary hilmad1842@gmail.com to check your preferred date and whether we can provide you with the space and equipment that you require.
- c. Complete our booking form and email it to Hilary, at least four weeks before the date of the booking. Early application increases the possibility of the premises being free. Your booking needs to include set up and clear up time.
- d. Once we receive your booking form we will contact you to confirm the booking and give you details on where to collect and return key to.

We have lots of regular activities in the church so please be aware that these take priority over external or one-off bookings.

4. Successful bookings

Each decision is considered on its own merits. The decision of St James' Church is final and no reasons need be given for acceptance or rejection of any application. St James' Church have absolute discretion to accept or refuse any application for hiring the premises and may cancel or revoke any such application at any time without explanation. St James' Church representatives shall have free access to the premises at any time during the hiring. Please note, we only take bookings for children's parties up to the age of 15.

5. Withdrawal of permission

When an application has been granted for a regular, or series, use of the facilities, the permission is subject to withdrawal if the user fails to keep to the terms and conditions. The Church reserves the right to prohibit the use of any of the facilities at any time if, in its opinion, the facilities are unfit for use.

6. Regular bookings

We are happy to take regular bookings and will discuss a discount accordingly. The agreement for a regular booking is for a minimum of one year. It is the responsibility of the hirer to contact Hilary to inform her if they no longer require the booking. If contact is not made we will assume that your booking will continue as normal.

A months' notice is required if the hirer decides to end the booking. A month's notice will also be given by St James' church if we need to withdraw your booking. When making a regular booking, St James' Church will require one month's payment in advance.

7. Public Liability Insurance

The church does not have public liability insurance against claims of personal liability or damage caused through negligence during a hiring event. We recommend that you obtain such insurance before using these premises. Organisations will probably have such insurance already and individuals may be covered under their household insurance.

Regular bookings will require their own public liability insurance, which will need to be shown to the church office when applying for the booking.

Furthermore organisations are responsible for conducting their own **Risk Assessments** before using the premises. A Risk Assessment template is available to download in our church hall Resources section of our website.

8. Hirer's responsibility

Hirings can only be considered from people who are at least 21 years old. The person making the booking is expected to be responsible for all negotiations and arrangements with the church. Hirers are responsible for people entering and leaving the premises during their booking.

The hirer or their representative (named on the booking form/hall hire agreement) must be present throughout the booking. The hirer will not use the premises for any purpose other than stated on their booking form/agreement.

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them. Any accidents which do result in an injury must be reported to the church booking co ordinator within 24 hours of the event.

9. Changes of booking requirements

Please inform Hilary by email of any changes to your booking requirements as soon as possible, and at least 3 days before your booking. If at least 3 weeks notice are given in writing to Hilary then half the hire fee will be refunded should you wish to cancel. Final details and timings must be confirmed with Hilary no less than 7 days before the event.

10. Cost

The booking fee and a £50 damage, cleaning and key deposit must be made by bank transfer into our bank account 20-40-71 30311189 one week before you collect keys.

This deposit will be returned after the hire if no additional charges are made to cover damage, breakage or special cleaning, and provided the keys are returned to Hilary, the Church Hall co-ordinator.

Regular hirers hiring the hall under an annual Agreement will be invoiced monthly and the charges will be listed in that Agreement. Payment within 14 days is requested.

11. Keys

Keys must be signed for on collection and are the responsibility of the hirer. Any loss must be reported in the first instance to the emergency contacts named on the last page or the church office, and a charge for replacement keys/locks will be made. Non-return will result in forfeit of the £50 deposit.

Regular users who are issued with their own key will be required to pay a deposit of £15 for their key. If further keys are needed, please request from the bookings co Ordinator, you may not make your own copies.

Your responsibilities during your booking

12. Neighbours and noise

The Church seeks at all times to ensure considerate behaviour towards our neighbours. Users of the premises are expected to follow this policy and in particular hirers are requested to control noise levels both within the building and outside. Hirers have a responsibility to ensure that people behave in an orderly and considerate manner at all times. Environmental (Noise Pollution) Law requires the Hall Committee to ensure that all noise above normal conversation levels ceases at 11.00pm and we seek the cooperation of all Hall users in helping us adhere to this. Please take all rubbish home and leave all parts of the building in a clean and tidy state, ready for the next booking.

13. Car Parking

There is parking in our church car park. Please use this car park in preference to parking on the street. The church operates a positive "considerate parking" policy towards its neighbours and seeks the co-operation of users in promoting this to people likely to be attending functions. If you are found to be parking inconsiderately then you may lose your deposit and risk being unable to book our premises in the future.

14. Alcohol & Gambling

The premises are not licensed. If alcohol is to be consumed during the hire, the hirer is responsible for obtaining any necessary licence. Without the relevant licence alcoholic drinks may **not** be sold or purchased; neither may a "donation" be offered or accepted. Alcohol may be served only to guests for moderate consumption within the confines of the buildings. Proposed use of alcoholic drinks must be indicated on the "Application for Use" form in order that the granting of specific prior approval may be considered.

For more information on licensing go to www.wycombe.gov.uk. Gambling is not permitted in any part of the building.

15. Telephones

There is no public telephone in the building. It is useful to have a mobile phone available within your group.

16. Disabled access

Wheelchair access to the church and Church Hall is possible and there are toilet facilities for wheelchair users in the church hall.

17. Music

All music must stop at 11.00pm. Please be sensitive to our neighbours with regard to volume.

18. Damages

The hirer, during the period of hire shall be responsible for supervision and security on the premises, protection of fabric and contents from damage. If any damage is done to the premises or equipment during your occupancy, please report it to the Church hall co ordinator.

The hirer shall pay for any damage or breakage to fixtures and fittings on the premises during their hire period. This includes all entrances, grounds and car park.

19. Health and Safety

Our Health and Safety Policy is available on our website. Please ensure you read this. All hirers are required to confirm in writing that they have read the policy and agree to adhere to the principles within it.

20. Limits on numbers

In the interest of safety, there are restrictions on the numbers permitted in the building. The nature of the function requires, therefore, full disclosure on the application form at the time of booking. Failure in declaration may leave the event open to cancellation or abandonment at any time at the discretion of St James.

21. Safeguarding

You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached Safeguarding Policy for children and young people or vulnerable adults unless you already have an equivalent

- you will provide the church with a copy of your organisation's Safeguarding Children/Safeguarding Vulnerable Adults policy, and review and update it annually
- you will recruit safely all current paid and voluntary workers who work in regulated activity with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where available, and keeping records of dates and disclosure numbers indefinitely
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/adults who may be vulnerable, and update it annually
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group
- no person under the age of 18 years will be left in charge of children of any age
- no child or group of children or young people should be left unattended at any time
- a register of children or vulnerable adults attending the activity will be kept. This will include details of their name, address, date of birth and next of kin
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

22. Electrical appliances

No electrical appliance or outlet may be altered, modified or tampered with in any way. All electrical appliances brought into the building must be PAT tested (contact details of recognised electrician can be given on application to the Church Office). Portable gas appliances or other equipment involving the use of a naked flame is not permitted.

23. First Aid

A First Aid Kit is available in the kitchens of the church and Church hall. Hirers are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case, before the premises are vacated by the hirers after the event. A book is provided for this purpose and this is located with the First Aid kits.

24. Fire

Fire Exits and exit routes are signed. At the beginning of each event please ensure that all occupants identify the exit routes in the event of fire. No inflammable solvents or other hazardous materials or equipment may be used on the premises. No smoke machines are allowed to be used (e.g. during disco's) as these will set off the smoke alarms. The hirer is responsible for safety and security during the hire and must ensure all exits are kept clear. The fire brigade must be called to any outbreak of fire however slight and the incident reported to the emergency contact (on the back page). **Please familiarise yourself with where extinguishers, fire blankets and exits are before your event.**

25. Food Hygiene

When hiring the kitchen it is the Hirers responsibility to ensure that persons are covered by and comply with the food safety standards when using the kitchen.

26. At the end of your booking

Please use the summary of lettings conditions as a checklist and ensure the premises are left as you found them. This includes:

a) Waste and rubbish disposal

You will need to provide your own rubbish sacks. Food waste and all other rubbish should be placed securely in plastic sacks and **removed from the premises at the end of the function.**

Please note that St James Church does **not** have a facility to remove your rubbish for you. Church dustbins should not be used as these will fill quickly & the council will not remove extra rubbish sacks. Thank you for your co-operation in this matter.

b) Cleaning and set up

The premises should be clean and tidy when you arrive (if this is not the case please contact the church office). Please ensure they are clean when you leave. Cleaning equipment is available in the cupboard opposite the kitchen

c) Locking up – please ensure that all windows are shut and all doors are locked including the emergency fire exit doors.

27. Loss of Property

St James' Church cannot accept responsibility for loss or damage to personal property on the premises. However, lost property will be held at the Hirer's risk by the Church Office for a period of two weeks after the end of a booked event and can be claimed within this period, after which it may be disposed of.

28. Suitability of Building and licence

The Hirer shall be responsible for ensuring that the premises are suitable for the intended use and for obtaining any licences or permissions required and paying any fees or royalties due in connection with the event.

29. Films, Photographs, Videos

The Hirer shall inform St James' Church in writing of the title and content of any films or videos to be shown in the premises no later than 2 weeks before the event.

St James Church reserves the right to prohibit at any time before or after the event has started the showing of any film or video or the display of any photograph in the premises. No commercial photography is permitted without the permission of St Andrew's Church.

Emergency contact – Please keep these numbers with you at time of hire

Paul Perowne– Church Warden – 01494 465608 Collis Boucher– Church Warden – 07971634562

THANK YOU FOR TAKING THE TIME TO READ THIS INFORMATION. DESPITE ALL THESE (NECESSARY) RULES AND REGULATIONS, WE HOPE YOU ENJOY YOUR EVENT HERE AND FIND THE CHURCH TO BE WELCOMING!



The Parish of St James the Great Downley

SAFEGUARDING POLICY PROMOTING A SAFER CHURCH

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 3rd July 2019

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the front page of the parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Team and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Inform the Diocesan Safeguarding Team if we use an alternative DBS Umbrella Body to APCS and if we receive any DBS Disclosures that are not clear.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Hilary Nohavicka as the Parish Safeguarding Officer.

Incumbent : Heather Graham

Churchwardens: Collis Boucher Paul Perowne

Date: 3rd July 2019