

## CHURCH BOOKINGS POLICY

### PURPOSE

The aim of this Policy is to inform all hirers of their responsibilities when using the church premises for private event and activities.

### SCOPE

- This policy applies to fundraising activities or events not directly organised or sanctioned by the Parochial Church Council (PCC).

### TERMS AND CONDITIONS OF HIRE

- The fees for the hire of St Wilfrid's events are
  - Charity events - £30 for the first 4hrs and £10 each hour after
  - Private events - £12 per hour
  - Block booking agreements at the discretion of the PCC
- All requests for hiring the church shall be at the discretion of the Vicar or PCC.
- A new request for hiring the church must be made for each occasion, except for weekly/fortnightly bookings.
- The maximum number of people for an event is 100.
- All events must close, and the premises cleared and tidied by 10.30pm
- The hirer must clear up and take away from the site all rubbish and leave the premises in the condition in which they found it, with all appliances turned off and all chairs and tables returned to their original positions. Failure to do so will result in a charge being levied of £50.
- Any damage done to the property, fittings, fixtures, cutlery, crockery, glass or any other equipment or any claim made by a third party for bodily injury or damage must be reported to the Parish Office and paid for.
- All hirers must ensure that fire exits, and escape routes remain unobstructed, and someone is appointed to oversee and carry out all safety matters. Named on the hire detail.
- Smoking is not allowed on any St Wilfrid's premises.
- Use of the PA, musical and visual equipment is not permitted unless requested and authorised for each booking.
- Subletting is not allowed.
- You acknowledge that in exceptional circumstances St Wilfrid's may have to cancel a letting without being liable for a claim.
- You will use the premises by courtesy of the PCC of St Wilfrid's, and only hold events that are in line with Christian faith and values.
- You will acquire any relevant licenses (NB: St Wilfrid's do not have an entertainment or alcohol license) and display them appropriately.
- You will give due diligence to safeguarding of children, young people, vulnerable groups and to either adhere to St Wilfrid's policy (see Appendix) or have one of our own.
- You acknowledge and agree to abide by St Wilfrid's H&S Policy (copy available in Parish Office).
- Your event will be respectful of the beliefs and values held by the Christian church

# St Wilfrid's Church

Calverton

## St WILFRID'S CHURCH BOOKING FORM

To be completed by the hirer

<b>Full name:</b>	
<b>Postal address:</b>	
<b>Phone number</b>	
<b>Email address:</b>	
<b>Date of church hire:</b>	
<b>Reason for hiring the church:</b>	
<b>Time of hiring the church:</b> <i>Please note: Hiring times must include setting up and packing away, including access required by any entertainment booked.</i>	<b>From:</b>  <b>To:</b>
<b>Name of nominated person to be responsible for the use of the church</b>	
<b>PA Needed</b>	
<b>Licenses obtained</b>	

I/We undertake on behalf of the hiring organisation to abide by the hiring conditions

Signed..... Date .....

Please date, sign and return with payment to the Parish Office, St Wilfrid's Church, Main Street, Calverton

# St Wilfrid's Church

Calverton

## Safeguarding Provision

St Wilfrid's Parochial Church Council has a Policy for Safeguarding Children, Young People and Vulnerable Adults. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own. You are required to ensure that children, young people, and vulnerable adults are always protected, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

- You will comply with our Safeguarding for Children and Young People Policy unless you already have an equivalent.
- You will provide the church with a copy of your organisation's safeguarding policy/ices or if you do not have one adopt the current parish policy.
- You will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the disclosure and barring service where eligible 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/vulnerable adults and update it annually.
- You will immediately (within 24 hours) inform the parish safeguarding officer of:
  - 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.
  - 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.

### Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed ..... Designation .....

Organisation ..... Date .....

Please sign two copies, one to be retained by the church, and one by the organisation

Contact:- [safeguarding@stwilfrids-church.co.uk](mailto:safeguarding@stwilfrids-church.co.uk)

## Health & Safety provision

### SECTION 1: STATEMENT OF POLICY

- Our policy is to ensure, as far as reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.
- The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it. We will appoint a member of the PCC to have specific responsibility for this policy and its implementation.
- We will keep health and safety matters under review at appropriate intervals.
- We will monitor the effectiveness of the policy, **revising** it where we believe it is no longer valid.
- It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others.
- This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

### Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

### Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to Staff, Volunteers, and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Our Accident Book is located at:

**Church office**

**Health & Safety provision**

**Events**

Where we intend to hold large or unusual concerts, services, and fundraising events, we will identify any additional precautions that are necessary and implement these.

**Fire**

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Inform church warden of any incidents

**Eco Church Commitment**

As an Eco Church, we are committed to caring for the environment and promoting sustainable practices. We ask all those using our premises to:

- Use Fair Trade and eco-friendly products where possible, including tea, coffee, and cleaning supplies.
- Reduce waste and practice recycling correctly by using the designated bins for general waste, recycling, and food waste
- Avoid single-use plastics where possible and encourage reusable alternatives.
- Use energy and water responsibly by switching off lights and appliances when not in use.

By following these guidelines, we can work together to protect our planet and live out our values of stewardship and sustainability.

**Declaration**

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed ..... Designation .....

Organisation ..... Date .....

Please sign two copies, one to be retained by the church, and one by the organisation

Contact – [office@stwilfrids-church.co.uk](mailto:office@stwilfrids-church.co.uk)