

Christ Church Exmouth - Hall Hiring Policy

October 2020

All bookings for Christ Church Hall are organised and invoiced by the Church Administrator under the following **Terms and Conditions**:

The cost of hire is **£10.00 per hour**, plus a further **£10.00 per session** heating supplement between 1st October to 30th April. A **£30.00 returnable deposit** is also requested for occasional or one-off hire. **A minimum hire period of 3 hours applies** for regular or occasional use. The session must include time to set up at the beginning and clear up at the end. Church members will be permitted to hire at 50% of these rates.

The Church hall may only be used for the purposes agreed and signed for. The hirer must specify on the booking form the type of activity to be undertaken.

Bookings are agreed on the understanding that no church staff will be in attendance to supervise the event. For regular bookings the hirer will be given access to a hall key and is responsible for locking up the building at the end of the session. For occasional bookings, a Church member will attend at the beginning of the event to unlock and welcome the hirer and at the end, to check cleanliness, approve return of deposit and lock up.

Christ Church reserves the right to curtail, cancel or otherwise amend any bookings in exceptional circumstances, without notice.

The **Hirer's Responsibilities** as set out below are on the booking form.

The additional **Covid responsibilities** as set out below are provided with the booking form.

The Hirer is required to sign an agreement on the booking form that they have read, understood and accept all the conditions of hire, including the additional responsibilities in relation to Covid-19. If the regular responsibilities are not met, this may result in the deposit being retained to cover any additional costs. If the Covid responsibilities are not met, this may result in the termination of the hire agreement.

Hirer's responsibilities

1. The full cost of hire, for the first two weeks, including a £30 deposit is to be paid prior to the booking, ideally as bank transfer to: **Christ Church, Exmouth. Sort Code: 40 20 32. Account no: 41528688.** Alternatively, a cheque payable to Christ Church Exmouth, marked for the attention of the Church Treasurer, is acceptable.
2. Invoices for longer term hire will be sent by email, during the first week of each month. Payments should be made within 14 days of receiving the invoice. Receipts unless requested, will not automatically be issued. Occasional hirers will be invoiced at the point of booking and the amount plus the deposit should be paid in advance of the hire date.
3. The Church Administrator should be informed in advance, at the latest by the end of the previous month, of any changes to agreed bookings to avoid charges.
4. The Hirer has responsibility for safeguarding of all individuals using the hall under this agreement. Health, Safety and Security during the period of hire are the hirer's responsibility. The hirer must abide by their own Safeguarding Policy or use Christ Church's Safeguarding Policy found at <http://www.christchurchexmouth.co.uk/explore/about-us>
5. The only animals permitted in the buildings are Guide Dogs and Hearing Dogs.
6. Disability vehicles are the only vehicles permitted in the Church buildings.
7. Bicycles, skateboards and scooters are to be left outside the hall.
8. No smoking or vaping is allowed in the church buildings.
9. The room / rooms hired must be left clean and tidy
 - a. Any unused food and equipment brought onto the premises must be removed at the end of the hire period.
 - b. Please ensure the fridge has been emptied of hirer's food.
 - c. The carpet must be vacuumed, using the vacuum cleaner provided.
 - d. All rubbish must be taken away from the Church premises by the hirer at the end of each hire period.
 - e. Recyclable waste may be left in the appropriate bins in the kitchen.
10. Please ensure any vehicles parked in proximity to the church are parked away from neighbours' driveways as these are in constant use.

Hirer's Additional Responsibilities in relation to Covid-19

In addition to the above, whilst Covid restrictions remain in force, Hirers have the following additional responsibilities:

- Abide by any current Government restriction regarding gatherings indoors or regarding support groups. Generally, to ensure that participants keep a safe social distance at all times and wear a face covering, unless in one of the exempt groups. Participants to use hand sanitiser on entry and to comply with any one-way system in place.
- Not to allow anyone to participate if they or anyone in their household has had any of the symptoms of Covid-19 within the last 7 days and that if they develop symptoms within 7 days of visiting the premises, they must use the NHS Test, Track and Trace system to alert others with whom they have been in contact. If this happens, the Hirer must also notify the Christ Church Administrator immediately.
- Keep a record of all participants – names and contact details – for 21 days and provide to NHS Track and Trace if required.
- Comply with all directions in the Hall Hire Risk Assessment.
- Take steps to avoid people needing to unduly raise their voices to each other e.g. refrain from singing, or playing music or broadcasts at a volume that makes normal conversation difficult, due to the risk of aerosol or droplet transmission.
- Toilets may be used on a one-in-one-out basis, but should be cleaned at the end of any session.
- Any surfaces that have been touched should be cleaned/wiped down at the end of any session.
- The kitchen facilities may not be used until further notice.