

## **Christ Church Halls Conditions of Hire 2015**

Christ Church Halls are available for use by Church and Church-related groups, Community Groups, private individuals, and any groups whose activities are approved by the Church as not being in conflict with its purposes and ethos (as described in our constitution).

### **Insurance**

Christ Church has appropriate Insurance and will make all reasonable efforts to comply with current legal requirements in the areas of Health and Safety and Safeguarding. Those outside organisations hiring rooms from the Church are reminded that our Insurance only covers matters in which we have been negligent. They must have their own Liability Insurance to cover them in the case of any claims which may be made against them by those attending their activities or others. We are required by our Insurers to obtain and retain with our records a copy of your Liability Insurance.

### **Safeguarding**

Outside organisations hiring Halls are required to supply a copy of the Safeguarding Policy in regard to Children and Young People (if relevant) and Vulnerable Adults to which they adhere. This may be their own policy, or one provided by, for example, a professional body. We may be able to give a small local organisation permission to make use of the URC's Safeguarding Policy and Procedures.

### **Calendar**

In general Christ Church Halls work to a September to July educational year. Most regular groups take half-term and holiday breaks at the time East Sussex Schools do. If you do not wish to do so please inform us of the fact. There is always a one-to-three-week period in July and August when the Halls are not available for Hire. This is the time of our annual Holiday Club plus a week or more reserved for major maintenance work. We will notify exact dates with as much notice as possible. If those inconvenienced by this get in touch we will endeavour to minimise the disruption.

### **Making a Booking**

When you have made a booking:

1. Confirm that the details are correct by a return email.
2. Sign and return a hard copy of the form confirming that you have read and accept the Conditions of Hire 2015 and the Instructions to Hall Users 2015; that you have read and will abide by an appropriate Safeguarding Policy; that you are aware of and accept our rules regarding keys and have signed and returned the appropriate key-holder form. Please note that a contract in writing for each hire and receipt of a copy of your own Liability Insurance in each case is now required by our Insurers. We cannot confirm a booking without these documents. Your hire may be terminated if after a reasonable time you fail to supply them.
3. Have a look online to check that the displayed details are also correct.

4. Please note that the longest period for which we are able to confirm a booking is three consecutive series of bookings between September and July across a school year. Each September we will require new written confirmation of your contract and confirmation that your Liability Insurance position has not changed.

### **Payments**

Please pay all hire fees due on or before the date of your last booked session of the current series. Payment may be made by cheque payable to Christ Church Lewes, or by direct Bank Transfer (please consult our Treasurer). In some instances we will accept cash but we prefer not to. **Please note we do not issue invoices.**

### **Cancellations**

#### **Normally:**

#### **One-off bookings:**

To avoid administrative complications we do not take deposits. In the event you need to cancel your booking please tell us as soon as you can. We reserve the right to ask for payment where, without good reason, we have not been given reasonable notice and especially where we have turned away another booking to accommodate yours. We will not cancel your one-off booking except in exceptional circumstances.

#### **Regular bookings:**

If we need to cancel a regular booking we will give notice equivalent to three months or one 'series', whichever is the longer. By 'series' Christ Church means successive meetings in one of the three 'terms' into which the hiring year is divided, and which are determined in part by the ESCC school calendar. These run September 1<sup>st</sup> to end December; January 1<sup>st</sup> to the mid-point of the Easter, March, or April break; and from that point to the end of the local schools' summer term. We would ask you to give us the same notice, three months or one term or 'series' of your regular bookings.

#### **Exceptional circumstances:**

Occasionally we may need to cancel one meeting of your class or course or your one-off booking within the current series and/or at short notice. We will only do this in circumstances beyond our control such as a boiler or plumbing emergency, a power failure or other circumstance which renders the premises unsafe. Because this is a Church we may also occasionally need to displace your booking to accommodate a funeral. In this case we will give you as much notice as possible and take all reasonable steps to minimise inconvenience to you.