

# Christ Church Halls

## Hiring a Room at Christ Church

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 (See 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 (if relevant) 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 time 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

1. Private hires and one-offs
  - i. Check our online Calendar on our Website (<http://christ-church-lewes.org>).
  - ii. Email [christchurch-bookings@btconnect.com](mailto:christchurch-bookings@btconnect.com) with your request.
  - iii. The Bookings Secretary will respond, usually within a few days, to confirm a booking.

When you have made a booking:

- i. Confirm that the details are correct by a return email.
- ii. Have a look online to check that the displayed details are also correct.
- iii. Check that you know when and where to collect the key, and how to pay.

## 2. Recurrent bookings

There are a few long-standing arrangements operating without formal contracts which will remain unaffected by the changes outlined below. We will tell you if yours is one of them. Most ongoing bookings, however, and all new bookings, will need to follow the new procedures. This is a requirement of URC Southern Synod which is the owner of our building.

### a. Ongoing bookings

In the course of the next six weeks or so we will contact you and ask you to complete a 'Licence to Occupy on a Short-term basis'. We will need to see evidence that you are appropriately insured, and have complied with any relevant Safeguarding requirements. The form requires a signature from an authorised signatory of the organisation or group you represent. We will also ask to confirm the contact details we keep on file. We expect that this process will need to be repeated annually.

### b. New bookings

i. Check our online Calendar to see if your proposed meeting-time is available in the room you would need.

ii. Email [christchurch-bookings@btconnect.com](mailto:christchurch-bookings@btconnect.com) with details of what you wish to do and when and where you wish to do it.

iii. If we can accommodate what you wish to do at the right time and in the appropriate room we will offer you a 'Licence to Occupy on a Short-term basis'. We will then proceed as under 'a' above.

iv. If not, we may try to offer a suitable alternative, or put you on a waiting list.

## Payments

Your hard-copy 'Licence to Occupy' will set out when, how and how much you are required to pay, and our Treasurer will invoice you at appropriate intervals. If you do not have a hard-copy Licence to Occupy 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 BACS Transfer. If you are a one-off private hirer please pay, by cheque or in cash, when you collect your key.

## Cancellations

### 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:

Please see your hard-copy 'Licence to Occupy' which will set out our notice requirements.

### Exceptional circumstances:

Occasionally we may need to cancel one meeting of your class or course within the current series or your one-off booking at short notice. We will only do this in circumstances beyond our control such as a boiler or other 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.