

# CHRIST CHURCH LEWES (UNITED REFORMED and METHODIST)

PRINCE EDWARD'S ROAD, LEWES BN7 1BL

## HALL BOOKINGS POLICY

### OUR CHARITABLE PURPOSES

Christ Church is a charity whose purpose is to advance the Christian faith in accordance with the principles and practices of the United Reformed and Methodist Churches through:

- celebration of public worship
- teaching of the Christian faith
- mission and evangelism
- pastoral work
- provision of facilities with a Christian ethos for the local community
- support of other charities in the UK and overseas

### 1. Why do we let out our Halls?

Christ Church Lewes makes its Halls available for hire in order to:

- create and develop relationships within the local community ,in order to pursue our Charitable Purposes.
- generate additional income for the better pursuit of our Charitable Purposes.

### 2. Who can hire our Halls?

Christ Church Halls are available for use by:

- groups directly promoted and run by Christ Church Lewes
- groups directly promoted and run by the Central Sussex United Area of the URC and Methodist Churches(CSUA), or by Churches Together in the Lewes Area (CTLA)
- external groups, organisations and individuals from the local community whose aims are in keeping with our Charitable Purposes (usually also with an educational, health-promoting or community development aim) **except**
  - any whose sole, or main purpose is the advancement of faiths, or life philosophies, other than Christian ones.
  - any whose purpose is wholly commercial or party political

### 3. What charges apply for hire of our Halls?

A Table of Charges is given below and is effective from January 2018 for new lettings and September 2018 for regular lettings. These charges will be subject to review each September.

- There will be no charge for Groups directly promoted and run by Christ Church Lewes.
- Special arrangements may be made for groups directly promoted or run by the CSUA, CTLA, or the Fitzjohns Food Bank.
- The charges for activities and meetings sponsored by other churches, or church-related organisations or charities to which Christ Church Lewes is affiliated, will be at the discretion\* of the Hall Bookings Secretary in consultation with the Church Secretary.
- All other bookings will be charged.
- Community groups may attract a discount of 50% of the full rate for the Hall in question, at the discretion\* of the Hall Bookings Secretary, in consultation with the Treasurer.
- Private bookings for children's birthday parties, and similar family events, will normally be charged at half the standard rate and any contribution above the minimum fee will go towards one of the church's annually sponsored charities.
- Bookings for use by individuals may attract special discounts at the discretion of the Hall Bookings Secretary.

**Payment in all cases will be required before the booked event or, in the case of a series of bookings, before the last in the series.**

**In the event of non-payment, the Church Treasurer will take steps to recover the debt. In extreme cases, Christ Church may refuse to allow the late or non-payer to make future bookings.**

**Note:** \* In such cases, where a discount is sought, the church will have regard to its community outreach aims, the funding position of the organisation involved and the church's own financial position at the time.

### 4. Standard Hall Letting Charges

Main Hall	£15 per hour
Upstairs Hall	£12 per hour
Downstairs Hall	£10 per hour

Hire of the church sanctuary itself or more than one room will be quoted for on individual request.

Hire of exclusive use of the kitchen for cooking will incur an extra £10 and it would be required that some member of the party has experience of commercial kitchen equipment.