

# ST PETER'S COMMUNITY CENTRE WESTFIELD



## COMMUNITY CENTRE AND CHURCH BUILDING LETTING POLICY

**St Peter's Community Centre**

**Coronation Avenue  
Yeovil  
Somerset  
BA21 3DY**

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# **1 INTRODUCTION**

St Peter's Community Centre was built in 2019 for the benefit of the wider Westfield community, with funding from the National Lottery, South Somerset District Council, Abri Housing, Viridor and many other national and local bodies. It has rooms that are available for hire by groups or individuals from the community.

It is built on St Peter's Church land and replaces the old St Peter's Hall which was used by the community for over 50 years. The centre is owned by the Church of England, and legal responsibility lies with the PCC of the Parish of St James' and St Peter's Preston Plucknett Yeovil, who have delegated management of the hall to a committee drawn from the Westfield Community and regular users of the centre.

This document sets out the policy with regard to the letting of Community and Church premises. It sets out in detail the facilities available; how to book them; and the responsibilities that any potential user must accept.

## **1.1 ROOMS AVAILABLE FOR HIRE**

- **Main Hall** – a hall that can accommodate approx. 100 people.
- **Large Meeting Room** – Suitable for up to approx. 15 people.
- **St Peter's Church** – suitable for up to 95 people, but the range of permitted activities is more restricted.

These can all be booked individually. All have access to the kitchen for hot and cold drinks, or the drinks servery at the back of the church if the Kitchen is unavailable.

The Kitchen may be reserved for exclusive use for catering for activities in the hall, along with the pantry which contains all the cooking equipment and crockery for 100 people.

## **1.2 OPEN ACCESS**

It is the intention that the reception area and informal seating area of the centre will be freely open to everyone in the community as much as possible during the daytime, when the church building will also be open as a quiet place. This is dependent on there being a minimum of 1 person to act as centre hosts to welcome people into the building and maintain safety and security. The main hall and meeting rooms will not normally form part of this public access and will be available for individual bookings.

Where users booking the hall or meeting rooms require exclusive use of the centre, this will prevent the use of the public areas for full open access and the charging structure will reflect this.

# **2.0 POLICY**

## 2.1 GENERAL

The Parochial Church Council of the Parish of St James and St Peter's Preston Plucknett Yeovil (hereafter called the PCC) has delegated to the management committee the letting and management of the community centre for the benefit of the whole community.

Whilst wishing to be open and welcoming, the PCC reserves the right not to let its buildings or other facilities to any outside organisation or individual for a purpose that conflicts with Christian values, in particular the buildings are not to be used for any act of worship by any other religious group.

In considering any letting the Management Committee must ensure that its buildings will be respected by the Hirer and will not be misused in any way. Any decision will have due regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

The Management Committee reserves the right to accept or reject any booking. It may at its discretion require a suitable organisation or character reference to be provided before any booking is accepted.

## 2.2 COMMUNITY CENTRE BUILDINGS – Main Contact – Centre Manager

**St Peter's Community Centre is run by a separate management committee comprising representatives of the Community, User Groups and St Peter's church.**

The committee's responsibilities are: -

- to manage the centre efficiently and fairly without distinction of gender, sexual orientation, age, disability, race, religious or political persuasion
- to use its best endeavours to meet the leisure and social needs of local residents and to improve the quality of their lives
- to meet specific targets and outcomes that have been agreed at the start of the project, and others which from time to time shall be added to and agreed
- To comply with the terms of their delegation from the PCC.

Day to day running of the centre is the responsibility of the Community Centre Manager, who is the first point of contact for bookings.

## 2.3 MAIN CHURCH BUILDINGS – Main Contact – Centre Manager

**ST PETER'S CHURCH BUILDING** is the responsibility of the Vicar and Churchwardens, is managed by St Peter's committee and is available for hire, for charitable or appropriate community/commercial purposes (e.g. training) when it is not required for church or church endorsed purposes. The Church **reserves the right to refuse requests** for hire for activities which, in the opinion of the Church, are either contrary to the purposes and beliefs of the Church of England, or where the Vicar and/or Churchwarden considers that such use or activities may cause offence, on grounds of their religion or belief, to a significant number of Christians. No acts of worship, other than Christian worship, are permitted on the premises. Therefore, the Vicar and/or Churchwardens are always consulted and approval given before any such letting of the church worship buildings is confirmed and consent is always given or not given at their discretion alone.

Initial enquiries should still be made to the centre manager who will be able to advise on the suitability of any activity.

## 2.4 CHURCH GROUNDS

The church grounds grass area are not hired out in their own right but only as a part of a church LETTING Their use must always have due regard to the needs of other Church and Community Centre users, and the neighbouring residents.

## 2.5 Community and Church Activities

The Community Centre is primarily for the use by the wider Westfield community. It is the intention that the public areas will be freely available to members of the community as much as possible, and the rooms used for activities that benefit the health and wellbeing of the community.

The Church Building is primarily for the use of church activities (e.g. Alpha and Parenting courses, youth and children groups, PCC meetings, etc.) and church endorsed activities (e.g. Preschool, Brownies, etc.). Existing and future church-endorsed activities must have a direct link to the vision and purpose of the church and support the advancement of the Kingdom of God.

Inevitably there will be occasions where activities are planned which clash with proposed and existing long term external bookings. Sensitivity is required by all parties in handling these issues. Normally long standing arrangements will take priority over ad hoc bookings, and bookings are then made on a first come first served basis. However there may be times when a long standing booking may have to be changed or moved to a different room, when there is an overriding community need. Examples are: Use of the centre as a polling station; need to use the hall and kitchen for school holiday activities; use of the whole centre for a party to celebrate a national occasion such as a Coronation.

The Centre Manager will consult with all parties, and the management committee will have the final say in the case of the Community Centre, the Vicar and Churchwardens in the case of the Church Building.

For the Community Centre, (Main Hall, meeting room, kitchen and reception area) where a community activity is planned then this should be given priority when considering any booking. Where there is a clash on use of space, priority will be given to the activity that produces the largest community benefit.

For the Church Building, where a church endorsed activity is planned then this should be given priority when considering any external booking. Sensitivity is required where a church activity temporarily curtails a non-church booking (e.g. Holiday Club), building maintenance, etc.) or where a new church led initiative means drawing a longstanding external booking to a close. Where there is a straight church versus non-church new booking, it is expected that the church requirement will take priority.

## 2.6 CHILDREN & ADULTS

The Parish of St James and St Peters has a Safeguarding Policy. Under this policy the PCC is committed to the implementation of the Diocese of Bath and Wells Safeguarding Policy and Procedures, and the relevant statutory legislation and guidance for the welfare of children, young people and vulnerable adults. An up to date copy of this Policy is always available for consultation and reference in the Community Centre Reception or Church Office.

All church activities involving children & vulnerable adults must, without exception, comply with the Parish Safeguarding Policy. If church buildings are let to outside organisations then it is a requirement of the Standard Conditions of Hire that they also comply with this Policy in its entirety.

It is recognised that certain organisations (e.g. Scouts and Guides Associations, St Johns Ambulance, etc.) have their own recognised safeguarding policies. These are acceptable to the PCC in place of the Parish Safeguarding Policy where their conditions are either equal to or exceed the latter. In all cases any alternative policy must be approved by the Vicar prior to any booking being accepted. This policy will be regularly reviewed by the Vicar to ensure that it is kept up to date

In the case of occasional, ad hoc or “One Off” bookings (e.g. children’s parties, family parties, etc.) where parents or legal guardians will be present a Safeguarding Policy is not appropriate. However, the covering letter to the Hiring Agreement will require the Hirer to “ensure that children are protected at all times by taking reasonable steps to prevent the occurrence of any injury, loss, damage or harm”. This will include the recommended minimum adult/child ratio.

## **2.7 TERMS AND CONDITIONS OF HIRE**

The Management Committee on behalf of the PCC has a set of Standard Conditions of Hire that are applicable to all Community Centre and Church Building bookings. These form an integral part of its Hiring Agreement and are regularly reviewed. The Hiring Agreement and Standard Conditions of Hire are attached as Appendix A to this policy.

## **2.8 FINANCIAL**

Financial issues are secondary but not insignificant. The PCC and Management Committee considers it to be a good objective for hiring income to cover the running costs and maintenance of its buildings. The Management Committee need to completely cover costs including the wages of the Centre Manager and cleaning and caretaking staff. Any surplus should be reinvested into Community Development and facilities for the centre. The PCC is NOT expecting to make an income from the Community Centre; however income from any Church building lettings will go to the St Peter’s general fund.

However agreed direct church bookings (e.g. Junior Church, PCC meetings) will incur no booking costs and church or community endorsed activities (e.g. Pre-school, Guides etc) will be given concessionary rates. These rates need to be annually approved by the Management Committee or, when a new booking arises. The organisations that get free use of the centre, currently St Peter’s Church, Westfield Community Association have their use and responsibilities outlined in separate Service Level Agreement with the Community Centre Management Committee.

## 3.0 PROCEDURES

### 3.1 COMMUNITY CENTRE

The PCC retains overall responsibility for ALL the Church's buildings at all times including the Community Centre.

The running of the Community Centre is delegated to the Community Centre Management Committee (CCMC).

Comprising:

- 2 members of St Peter's Church
- 1 member of the Westfield Community Association
- 2 members drawn from groups that regularly use the centre at least twice a month
- Other members may be co-opted as agreed, such as
  - persons of recognised skills required to meet the objectives, and/or
  - stakeholder representatives from public, voluntary and/or private parties who have a beneficial interest in the success of the centre

The guiding principle of the management committee is to ensure that the new community centre is for the well-being of the community in which it is centred.

The management committee will be properly constituted. Consisting of Officers (Chairman, Treasurer, Secretary) The constitution will be consistent with the requirements of the Charity Commission, in case it is desired to move to a Charitable Incorporated Organisation (CIO) at a later date.

The committee's responsibilities are: -

- to manage the centre efficiently and fairly without distinction of gender, sexual orientation, age, disability, race, religious or political persuasion
- to use its best endeavours to meet the leisure and social needs of local residents and to improve the quality of their lives
- to meet specific targets and outcomes that have been agreed at the start of the project, and others which from time to time shall be added to and agreed
- to comply with the terms of their delegation from St Peter's Church

**3.1 (a)** The accounts for the community centre will be incorporated into the annual PCC accounts as a separate designated fund. There will be an annual report which will be presented as part of the Church's Annual General meeting, and the Westfield Community Association's Annual General Meeting.

The day to day running of the church building is managed by the Vicar and Wardens

### ***Community Centre Manager***

Co-ordinates all aspects of lettings, running the diary of community centre & room bookings, Church and room bookings, ensuring the smooth daily operation of the lettings schedule. Responsible for the co-ordination of the maintenance of the Hall fabric, fixtures and fittings.

The Manager is the primary point of contact for all Community Centre users and reports to the CCMC.

If there is no Centre Manager in post, a reduced role will be taken on by members of the Management Committee, and the number of ad hoc and new regular bookings will be limited.

## **3.2 Community Centre HALL and room BUILDING BOOKING PROCEDURE**

Enquiry by telephone or e-mail forwarded to ***Community Centre Manager/Booking Administrator***.

1. CCM/BA checks availability and assesses suitability of event and hirer in accordance with the community centre Letting Policy. The CCM/BA will advise of any additional requirements for security, licensing or insurance.
2. CCM/BA books into hallmaster with hirer's name, address and telephone number.
3. CCM/BA sends email confirming booking, attaching a copy of hiring agreement (appendix B) and conditions of hire, (see Appendix A) and child protection policy.
4. Hirer returns signed copy of hire agreement, on acceptance by the BA who will return a signed authorised copy, the BA will invoice for a non-returnable deposit, thus confirming booking.
5. BA will invoice balance/damage deposit approx. 10days before booking, this is to be paid before booking commences.
6. BA or nominated person meets hirer on day of booking as arranged in letter to unlock centre and rooms, go through fire procedures, and give key, end of hire checklist.
7. BA or Nominated person checks centre/room check within 24hours completion of satisfactory hire. If all is ok a credit note will be raised.
8. Treasurer will return damage deposit within 14 days.



### 3.3 CHURCH WORSHIP BUILDING BOOKING PROCEDURE

Enquiry by telephone or e-mail forwarded to **Church Warden**

1. CW checks availability and assesses with the Vicar or CCM suitability of event and hirer in accordance with the Letting Policy. Consideration must also be given to events happening in the Community Centre at the same time, as hall users may have need to use the grounds as part of their bookings, and those using the church building may need to access the toilets.
2. Consideration is given to whether or not it would be advisable for a warden or representative to be present at the hirer's event. The CW will advise of any additional requirements for security, licensing or insurance.
3. CW books into Hallmaster with hirer's name, address and telephone number.
4. CW sends email confirming booking, enclosing 2 copies of hiring agreement (Appendix B) and conditions of hire, (see Appendix A) Hirer returns one signed copy of booking form with deposit to CA at least 7 days before event. Hirer keeps the 2nd copy for their reference. The booking is not definite until the booking form and deposit is received by CW. Deposit is retained by CW.
5. CW contacts hirer within 5 days of receipt of booking form if there are any problems with hire.
6. CW arranges either the Churchwarden or church representative to meet hirer on day of booking as arranged in letter to unlock, go through fire procedures, and give key, end of hire checklist and collect balance of hire fee as outlined in the letter.
7. Warden checks hirer is aware of where to place checklist envelope after event.
8. CW checks with hirer arrangements for return of deposit on completion of satisfactory hire. Payment is recorded in receipt book for ad hoc bookings and on bookings spreadsheet held by CW for ad hoc bookings and regular hirers.
9. CW ensures deposit is returned as agreed with hirer, once envelope containing keys returned to Warden and it has been confirmed that the church worship building's condition has been left as it should be.

### 3.4 INVOICING

The general premise of all lettings is that except in exceptional circumstances previously agreed with the CW/Treasurer, hirers are to pay in advance of their booking.

One off bookings, such as children's parties and the like, are to follow the booking procedures above and ensure that deposits are paid on time and the balance of their hire charge is available on the day of hire. The deposit will be disposed of as agreed with the hirer, once the CCM/CW is satisfied that all conditions of the hire have been met and that no further charges are likely to be incurred.

Regular bookings will be invoiced in advance, whether termly or monthly, after consultation and agreement with the CW/Treasurer

### 3.5 CANCELLATIONS

The CC and rooms are in regular use and requests are frequently turned down if the CC has already been booked. Whilst the church does not want to implement a purely commercial cancellation policy, it

must nevertheless impose some order to halt the rise in purely reactive cancellations that have recently appeared at very short notice.

Regular hall hirers being invoiced in advance per term or monthly must give at least 14 days notice of their intention to cancel. Failure to do so will result in the retention of the hire fee for the required 14 days notice.

One off users must consider that the payment of their deposit constitutes an undertaking to proceed with the hire. Due consideration will be given to all circumstances that give rise to a cancellation, and in so far as practicable, the CCM/CW/BA is empowered to exercise a degree of discretion as to whether a charge will be applied to any short notice cancellation.

### **3.6 BOOKING TIMES**

The Community Centre and Church Buildings are very much in demand from regular users, ad hoc hirers and church groups. It is essential for the satisfactory running of these groups that people respect the timings associated with their particular hire. To avoid conflicts of hire, there will be no access to the premises before the commencement of the hire period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.

It is similarly unfair to overrun a booking, as that will impact the next hirer. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.

In all cases, the venue should be left in a suitable condition for hire within the allotted hire period. This is particularly important when hiring the Hall for a party, where consideration should be given for the following users that day or later.

### **3.7 AVAILABILITY & CHARGES**

The availability and scale of charges for the hire of the Church Premises are available upon request. These are reviewed and updated periodically by the Management Committee. CC Hire Charges will be available upon request from the BA.

### **3.8 CHURCH GROUPS, WCA.**

These Groups do not pay a hire charge and therefore do not need to pay a deposit. They do however need to comply with all non-monetary aspects of this policy, in particular ensuring that they inform the CCM/CW as soon as possible as to their requirements and in their use of the Community Centre/Church and/or associated Rooms.

## **3.9 COMPLAINT PROCEDURE**

### **3.9.1 Complaint by Hirer**

In the event of any complaint this shall in the first instance be addressed to the CCM. If the CCM is unable to resolve the matter to the complainant's satisfaction, the matter should be addressed in writing to the Chair of the Management Committee for the Community Centre, or Church Warden in the case of the Church Building, care of the Church Office for resolution.

### **3.9.2 Complaint by Third Party**

The matter will be investigated by the Chair of the Management Committee for the Community Centre, or Church Warden in the case of the Church Building. After consultations with the CCM and other interested parties a written response will be sent to the complainant within 10 working days.



## Appendix A

### St Peter's Community Centre

### STANDARD TERMS AND CONDITIONS OF LETTING/HIRE

**1. BOOKINGS** - The Hirer must obtain adequate public liability insurance to cover risks to users and/or visitors arising from the Hirer's use of St Peter's Community Centre and supply a copy of the insurance certificate to St Peter's Community Centre Booking Administrator. The Hirer shall ensure compliance with all the relevant legislation, orders, regulations, insurance conditions and licences including but not limited to those relating to music, singing, dancing and the sale and supply of intoxicating liquids. All relevant certificates and licences must be always displayed during the event. Failure to display such documentation will result in the event being cancelled. Access to the premises may be denied in the absence of evidence of relevant insurance. The Hirer shall display all relevant insurance certificates during the running of the event. Use of the building does not include use of any other rooms. Hirers should be aware that there may be other users on the premises at the same time as their hire period. This Hiring Agreement does not create an exclusive right to occupy any part of St Peter's Community Centre.

**A booking will only be made once the Hirer has completed an Application for Hire Form and signed the agreement confirming that the Terms and Conditions of Hire have been read and agreed.**

#### **2. One-Off Bookings**

For one-off bookings, an advance 25% non-returnable deposit will be required to secure your booking. All hire charges are to be paid in full, not less than 14 days prior to the commencement of the event.

**3. DAMAGE DEPOSIT** - For one-off bookings, we will also require a damage deposit payable with your balance 14 days before the day of hire. The damage deposit will be repayable after inspection within one week. The question of the repayment of the charge shall be at the discretion of the Management Committee.

**4. REFUSAL OF BOOKING** - The Management Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time before or during the term of the agreement. The Hirer shall be entitled to reimbursement of any deposit monies paid prior to cancellation. The Management Committee and PCC shall not be liable to make any further payment to the Hirer.

**5. CLOSURE/CANCELLATION** - The management committee reserves the right to close the premises at any time for emergency or periodic maintenance and when the premises are required for public elections or similar events and in such circumstances may cancel any booking and return the deposit without incurring further liability to the Hire.

**6. SUPERVISION** - The Hirer will, during the period of the hiring be responsible for supervision of the premises, the fabric, and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements to avoid obstruction of the highway and access to the premises. The hirer needs respect the other users within the building.

**7. USE OF PREMISES** - The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof. No advertising or publicity material may be displayed inside or outside St Peter's Community Centre without prior approval. The Hirer may not make any alterations or additions to St Peter's Community Centre. The Hirer shall not use St Peter's Community Centre as their postal address.

**8. NOISE AND DISTURBANCES** - The Hirer must ensure that no unauthorised persons enter the Community Centre and to ensure that the minimum of noise is made on arrival and departure of those attending the event. Hirers must not cause any inconvenience to any other users of St Peter's Community Centre or local residents. Hirers are asked to be always considerate, about noise and parking. Excess noise and disturbance will result in the retention of the full damage deposit.

**9. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS** - The Hirer shall ensure that any activities involving children and vulnerable adults comply with and abide by the community centre's safeguarding policy, procedures, and code of practice. A condensed version is available on the Centre notice board, and at reception. 2 (Two) responsible adults aged 21 years or older must be on the premises and in charge during the period of hire.

The hirer understands that this booking is conditional on keeping to these procedures and that the agreement can be terminated if you fail to comply with them.

If there are any concerns or allegations arising about children during the Hirer's activities the Children's Safeguarding Representative shall be contacted via the telephone Number on the Community Centre Notice board.

Safeguarding incidents should be notified in writing to the safeguarding representative within 24 hours of the incident.

**For Organisations with their own Safeguarding Policy**

The Community Centre Management will accept an organisation's own Safeguarding Policy but will require evidence that it is properly formulated, that a current version exists and that it is no less stringent than the community centres own policy.

**10. ACCIDENTS, INCIDENTS, AND INSURANCES** - The hirer must report any damage and breakages incurred by them, and you are responsible for the full cost of repair or replacement. The Hirer will be solely responsible for all direct and indirect losses, damage, claims, expenses, and liability however incurred. You as the hirer are primarily liable for any accident, injury or safeguarding concern which arises out of your activities whilst using the premises. The Hirer shall be responsible for planning to insure against any third-party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the premises.

**11. REPORTING ACCIDENTS AND INCIDENTS** - The Hirer must report all accidents involving damage to, or failure of the Community Centre equipment or building. The hirer must report any injury to the public as outlined in the Church's Health & Safety Policy, available on reception. These must be reported immediately to the Community Centre manger or representative.

An accident book and first aid box are located at the reception desk. Hirers are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury or complaint. Forms are located at the reception desk with the accident book. These should be posted in the internal centre post-box situated on the reception desk within 24 hours of incident.

In case of emergency a list of contact details can be found on the centre notice board.

**12. SMOKING/VAPING** - This is not permitted in the building, or under the entrance canopy. Smokers are asked to respect the privacy of our neighbours.

**13. ALCOHOL** - Intoxicating liquids are not permitted to be bought, sold, or consumed at St Peter's Community Centre without the prior written approval of the Management Committee and all relevant licences. The Hirer shall notify the Management Committee in writing at the time of booking if an alcohol licence is to be applied for. The St Peter's Community Centre Booking Co-ordinator will require to have sight of any licence before the event. All licence requests will be discussed in full by the Management Committee and a decision given. The Management Committee has the right to refuse any licence request.

**14. ILLEGAL DRUGS, GAMING BETTING AND LOTTERIES** – No illegal drugs, betting, gaming or lotteries shall take place at St Peter's Community Centre except as far as allowed by law under the terms of any licence or certificate that the Hirer obtains prior to booking. A copy of the relevant documentation must be given to the St Peter's Community Centre Booking Co-ordinator prior to the event taking place.

**15. PUBLIC SAFETY COMPLIANCE** - The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local Magistrate's Court, Health and Safety Executive or otherwise, in connection with any event. Hirers should familiarise themselves with the position of fire exits and safety equipment. Fire exits must not be obstructed in any manner and fire-fighting equipment shall be used only for intended purposes.

- 16. ELECTRICAL APPLIANCE SAFETY** - The Hirer shall ensure that any electrical appliance brought by the hirer, or by a third party on to the premises shall be safe and in good working order and used in a safe manner.
- 17. HEALTH AND HYGIENE** - The Hirer shall, if preparing, serving, or selling food observe all relevant food health and hygiene legislation and regulations. Any hirer providing regular meals in the kitchen must adopt an acceptable Food Hygiene procedure as approved by the Environmental Health dept of SSDC, and the person in charge of the kitchen must hold a current level 3 Food Hygiene certificate.
- 18. CENTRE KITCHEN** - It is the responsibility of the hirer to ensure that the items are left in a good and clean condition at the end of the hire. All kitchen equipment needs to be returned to the correct place within the kitchen and pantry. Care must be taken with all electrical appliances in making sure they are all turned off on completion of the hire.
- 19. ANIMALS** - The hirer shall ensure that no animals except guide dogs are brought into the premises other than for a special event agreed to by the Centre Management and no live animals whatsoever are to enter the kitchen at any time.
- 20. SALE OF GOODS** - The Hirer shall, if selling goods on the premises, comply with the Fair-Trading Laws and any code of practice used in connection with such sales and the Management Committee reserves the right to refuse permission for any sales of goods to take place during any hiring of the premises.
- 21. UNFIT FOR USE** - If the premises or any part thereof is rendered unfit for the use for which it has been hired, the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever other than the cost of the hire.
- 22. EMERGENCY** - In the event of an emergency, there is a contact list on the centre notice board. If members of the Centre Hosting team are present, the hirer should contact them first.
- 23. KEYS** - It is the Hirer's responsibility to return the key on completion of the hire as agreed with the Centre Manager/Booking Administrator.
- 24. STORAGE** - Storage is extremely limited. Regular users of the Community Centre may hire storage space at the agreed rate. This can only be used for items that are regularly used as part of the agreed activity. Goods belonging to the Hirer may only be left at St Peter's Community Centre with prior approval and at the owner's risk. Anything left on the premises after the hire period without prior agreement may be disposed of without notice to the Hirer.
- 25. WIFI/INTERNET** - Access is available for all users of the community centre. The WIFI key is changed regularly, and all use is recorded. Hirers should encourage responsible internet use. The code can be found on the information board at reception.
- 26. BOOKING TIMES** - These must be kept to and include the time for preparation and clearing up afterwards. Hirers should report cases of other users overrunning immediately.
- 27. END OF HIRE** - The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured. Hirers must leave St Peter's Community Centre equipment and furniture stored away as requested. The Hirer is liable for the cost of additional cleaning should this be necessary and will pay this in full on demand.

**Appendix B**

**St Peter's Community Centre**  
**Letting/Hiring Agreement**



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

Please tick rooms required.

Main Hall       Large Meeting Room       Kitchen   
Church Building (this must be by agreement of St Peter's Church Wardens)

Rate: \_\_\_\_\_ Deposit (if applicable) \_\_\_\_\_

Safeguarding Policy - please tick appropriate policy being used at the time of hire.

Parish Policy       Hirer's Policy       Not Applicable

Will there be professional entertainment e.g., a bouncy castle or clown - Yes/No (please delete)

Professional entertainment will require a Risk Assessment and Public Liability Insurance by the service provider.

The Community Centre Manager will advise.

Additional Information if required:

\_\_\_\_\_

The St Peter's Community Centre Management Committee and Parochial Church Council (PCC) of St Peters Westfield welcomes the use of its Community Centre/Church Building and grounds by and for the benefit of the local community. However, the Hirer whether it is an organisation, or an individual are required to comply with certain rules and regulations. These are summarised in the attached Standard Conditions of Letting/Hire. If the Hirer has any doubts as to the meaning of any of these conditions the Community Centre Manager should be contacted immediately. For the purposes of these conditions, the term Hirer shall mean an individual Hirer or, where the Hirer is an organisation, their authorised representative.

I, the Hirer, agree to abide by the Community Centre's attached Standard Conditions of Hire:

Signed \_\_\_\_\_ Name \_\_\_\_\_

Organisation \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of the  
Management Committee/PCC \_\_\_\_\_ Date \_\_\_\_\_



## St Peter's Community Centre

### CHECK LIST BEFORE LEAVING THE COMMUNITY CENTRE/CHURCH BUILDING

#### Kitchen

- Cooker main switches turned off
- Dishwasher emptied, drained, and turned off
- All items put away correctly in pantry or shelves
- Pantry Locked
- All surfaces cleaned
- All waste removed
- Window closed
- Lights Out

#### Main Hall

- Tables and chairs in storeroom
- All other items put away
- Cupboard locked
- Floor swept
- All waste removed
- Close all doors and windows including fire doors and skylights.
- Lights Out

#### Meeting Room

- Floor swept if necessary
- All waste removed
- Close Fire Exit and window
- Turn Lights off
- Door locked

#### Toilets

- All toilets fully checked and flushed
- Close Window

**If you are the last to leave, please set the Alarm.**





**St Peter's Community Centre  
Billing Address Form**

Please complete the relevant section, so we can invoice you correctly for your booking.

**Company**

Name & Charity Number (if applicable)	
Address	
Telephone	
Mobile	
Email	

**Personal Client**

Name	
Address	
Telephone	
Mobile	
Email	

**Declaration**

Name Please Print	
Signature	
Date	