



# St Anne with Holy Trinity, Brondesbury

*Confidently sharing the love of Christ*

**Policy Number: 1**

**Policy Title: Lettings and Space Use of Shared Building**

**Approved: Date for review:**

## 1. Use of the Building

- 1.1. The PCC Policy for use of the Church (worship space) is for Christian worship and occasional other recital / conference use. It is formally dedicated for Christian worship. It is used for other classes, but we expect users to respect that it the Church.
- 1.2. The Rotunda is for church and community use and is primarily a place of meeting, interaction, study and dialogue. While what is often called 'multi faith worship' does not happen within this space - there are occasional events and courses on the spirituality of different religions and traditions.
- 1.3. It has been our practice since 2000 to let:

<b>Church</b>	Christian acts of worship Meetings Conferences Seminars Musical events	Children's groups Exercise classes Displays
<b>Rotunda</b>	Musical events Children's classes Meetings Conferences Seminars Workshops Refreshments	Occasional Adult parties
<b>Committee Room and Library Space</b>	Small Meetings Staff and church use	Refreshments
<b>Hall</b> ( <i>this is only the hall space the hall kitchen and toilets are only available to the leaseholder nursery.</i> )	Long Nursery Leases Meetings Conferences Seminars Exercise classes Occasional Children's parties Workshops Refreshments	

- 1.4. The Space is available for let, subject to availability, to community groups, including mainstream political parties, provided they further the charitable purposes of the PCC – and

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can adhere to the policies of the PCC; including Equal Opportunities and Safe Guarding.

- 1.5. Christian Religious Worship and Occasional Offices will take precedence over other events.
- 1.6. Bookings will not be taken in any space on Holy Days including Christmas Day, Good Friday and Easter Sunday.
- 1.7. No bookings will be taken on other Holy Days without firstly confirming with the St Anne's Vicar and Wardens, including Ash Wednesday, Holy Saturday, Palm Sunday, Holy Week and Christmas Eve.
- 1.8. Permission for any event to take place in the Church must be confirmed with St Anne's Vicar and Wardens.
- 1.9. Worship of other Christian Communities must be approved by the necessary authorities within the Church of England.
- 1.10. Other organisations (including members of the congregations) of the Church of England or the United Reformed Church who wish to access church discount must be confirmed as non-commercial ventures, and be approved events of these churches.
- 1.11. Other Faith Groups or Community Organisations who wish to access Inter Faith discount must be confirmed as non-commercial ventures, and be approved events of LIFC Charity.

## **2 Serving of Alcohol and other drugs**

- 2.1 The premises are not licensed; therefore Alcohol is not permitted to be sold.
- 2.2 Alcohol however may be served at parties or events provided it is not sold, and full responsibility is taken by the hirer.
- 2.3 No smoking or vaping is permitted in the buildings. Persons may smoke in the car park; however it is the responsibility of all users to ensure that no cigarette butts are left.
- 2.4 Use of illegal substances is not permitted. In the event that a person is found using illegal drugs the police shall be called.

### **3. Parties**

From time to time, and at the discretion of the PCC:

- 3.1. The Hall (*no kitchen, hall only*) is available for the use of Parties. A deposit and an additional cleaning surcharge will apply for all parties. It has not been the practice to host Children's parties.
- 3.2. Adult parties may be allowed in the Rotunda and the Hall (*no kitchen, hall only*) provided the hirer can guarantee that they will vacate the property no later than **9.30pm** and that guarantee for responsible oversight of the party can be given.
- 3.3. No bookings for teenage parties will be taken.

### **4. Terms of Hire**

- 4.1 THE HIRER shall pay as a deposit at least one third of the cost of the booking. Such deposit shall only be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise. Long term users are exempt from this.
- 4.2 THE HIRER shall pay the balance of fees due at least 5 days before the event, as may be directed by the PCC; or on receipt of monthly invoice in the case of regular users. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded. Failure to pay will result in booking being cancelled.
- 4.3 THE HIRER shall ensure that the Rules (if any) governing the use of the premises are complied with.
- 4.4 THE HIRER shall comply with the parameters of the Safe Guarding Policy and ensure safety of children and vulnerable adults at all times.
- 4.5 THE HIRER shall during the period of hiring, be responsible for the supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway and access to the carpark.
- 4.6 THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.
- 4.7 THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lie against the Hirer or his/her organisation whilst using the premises.
- 4.8 THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.

- 4.9 THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- 4.10 THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
- 4.11 THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
- 4.12 THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.
- 4.13 THE HIRER is expected to pay a surcharge for cleaning at any event where food or drink is served.
- 4.14 THE HIRER is responsible for the moving of any furniture required for their event and for its return to its correct place at the event conclusion.
- 4.15 THE HIRER is responsible for ensuring the premises are left in the state they were found ensuring all rubbish is removed and floors swept.

## **5. Long Term Users**

- 5.1. Long Term Users are those Hirers who book a space for a regular event for a period of more than 3 months.
- 5.2. Long Term Users shall pay a deposit of the equivalent of one month's fees. This is fully refundable at the return of building key, if given.
- 5.3. Long Term Users will be invoiced each calendar month, with payment to be received within 14 days of invoice.
- 5.4. While Long Term Users will be given priority for use of space, in the event of a major event or Christian festival, PCC reserves the right to access the building. A minimum of 1 months' notice will be given to Long Term Users in the event of such a change.
- 5.5. An Annual meeting of Long Term Users will be held to allow for exchange of information.
- 5.6. All conditions listed under section 3.3 - 3.14 – Hirers – must also be met by Long Term Users

## 6. Available Equipment and capacity

<b>Church</b>	110 chairs, sound system (with permission), Piano (with permission)	100 persons
<b>Rotunda</b>	60 chairs; 8 tables, kitchen including crockery and cutlery, use of stove (with permission).	60 persons
<b>Committee Room</b>	20 chairs, 3 tables	15 people
<b>Library</b>	6 chairs, 1 table	6 people
<b>Hall</b>	Must be collected from other spaces 60 chairs, 8 tables	60 people

## 7. Parking

Parking spaces must be negotiated for each booking. No more than 8 spaces are available for any event. An additional may be charged if parking is required. The default is that no parking is available.

## 8. Expectations of Hirers - Terms and conditions of use

- 8.1 Please arrive on time – and not early!
- 8.2 Please do not use the parking spaces outside unless you have booked to use them. You may park temporarily to drop off equipment.
- 8.3 It is your responsibility to put out AND to put back any tables and chairs that you require for your booking.
- 8.4 You are responsible for the security of your event and the prevention of any damage to the property. Please do not let in anyone who is not connected to your event.
- 8.5 You will be liable for any costs of replacement or repairs to fixtures and fittings of the space damaged in any way during your use of the property. It is your responsibility to check the hall in advance of your booking and to bring to the attention of the Administrator any prior damages that you note.
- 8.6 Please ensure that you leave the space clean and tidy – a basket of cleaning materials is provided for this purpose. It is wise to make arrangements with other members of your group or friends and family to assist you BEFORE your event. It is not the responsibility of anyone working here to clean or put away tables and chairs.
- 8.7 If you do not leave the space in a satisfactory condition a charge of £20 will be deducted from your deposit. This is non-negotiable and entirely at the discretion of the Administrator.
- 8.8 Please ensure you put your non-recyclable rubbish in black sacks in the Biffa Bin in the car park. Please place your recycling rubbish in the Recycling Biffa recycling bin – but no plastic bags or black sacks!
- 8.9 You must conclude your event on time. If you over- run by more than 15 minutes then an additional hour hire will be deducted from your deposit amount.

## 9. Fees and charges

<b>Letting Fees and Charges 2022</b>		
Cleaning Fee	(must be charged for events involving food and drink – or for events lasting more than 5 hours)	£25
<b>All bookings must pay 30minutes setting up time and 30 minutes clear up time, in addition to the time the book for an event.</b>		
<b>Standard Fee's for Groups not meeting Charitable Purpose</b>		
	<b>Hourly rate</b>	<b>Day Rate</b>
Church	£50 (£40 if no PA)	£250
Rotunda	£35	£250
Hall	£30	£200
Committee Room	£20	£180
Library	£20	£180
Committee Room and Library as a suite.	£35	£200
Whole Building		£600
Additional fee of £30 is charge per day/£15 session if library is to be used for refreshments. Or a £10 access fee can be used if sharing with others.		
<b>Standard Fee's for Groups meeting Charitable Purpose (including use by denominations)</b>		
	<b>Hourly rate</b>	<b>Day Rate</b>
Church	£25	£150
Rotunda	£20	£100
Hall	£20	£100
Committee Room	£15	£80
Library	£15	£80
Whole Building		£300

Note: these rates do not apply to AA or NA or similar groups as agreed by the Joint Council from Time to Time

The council agreed to allow a lead in time for all long-term users.