

SANDHURST MISSION CHURCH

Conditions of Hire

for

Social conferences for C of E visitors

Local Societies and Clubs

Charity Fundraising Events

Private Parties

THE MISSION CHURCH

The Mission Church is owned and managed by a small team of Managing Trustees. The team comprises the Incumbent and Churchwardens for the time being of Sandhurst Parish.

The Mission Church is used primarily for the celebration of divine services but can be used for education classes, conferences or other meetings according to the trust document and as agreed by the Managing Trustees.

The Hire Charges and Conditions of Hire have been drawn up by the Managing Trustees with the best interests of the Church, all users and the surrounding community in mind. The Trustees also consider their responsibility to maintain the building in a good condition and to ensure that its use is in accordance with legal and statutory requirements. Your co-operation in achieving this will be appreciated.

GENERAL NOTES

The Mission Church is NOT licensed for Public Entertainment and, therefore, cannot be used for commercial events involving music and dancing.

The Mission Church is NOT licensed for the sale of liquor. However, bona fide organisations may apply to the relevant authority for the correct occasional licence. Written approval must be obtained from the Managing Trustees in the first instance.

The Mission Church is subject to a number of laws which govern Health and Safety as well as Public Nuisance. As the event organiser, please ensure you understand your responsibilities in this respect.

If you have any suggestions for improving the facilities in the Mission Church, please let us know.

We rely on volunteers to maintain the building and to raise additional funds. If you can help, we would be pleased to hear from you.

CAPACITIES

Fire regulations limit the maximum number of people in the hall at any one time, as follows

Activity	Main Hall
Conferences or classes with close seating in rows	80
Functions utilising seating at tables	65
Occasional sales with tables, but most people standing	65

HEALTH & SAFETY

The Mission Church has its own Public Liability insurance, but we recommend that you obtain adequate insurance to protect your guests and members from injury due to your activities.

The PCC has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is available on our web site, or on request. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

Please see attached for further details of the safeguarding conditions that apply to any booking.

Fire extinguishers and Exits are located around the building. Make sure that you know where they are and ensure that they are never blocked or hidden from view. The emergency assembly point is on the Upper Green (Left outside the Church).

The Hall and outside area is strictly no-smoking.

The nearest telephone is by the Lower Green.

Our address is:

The Mission Church,
Back Road,
Sandhurst
TN18 5JU.

THE COMMUNITY

Please help us to keep the good will of other users of the hall, our neighbours, the police, fire service and Tunbridge Wells Borough Council by:

- Leaving the hall clean and taking all litter home with you. Dustbin bags are provided in the kitchen for your use.

- Not blocking or obstructing our neighbours' drives and gateways with your vehicles.
- Keeping the noise of music down to a reasonable level. It may be a special event for you, but it may be every day for our neighbours!

Only use the main door to the hall in Back Road for entry and exit.

PLEASE HELP US

Please leave the hall clean and ready for the next people to use it. A dustpan and brushes are kept in the kitchen. Don't forget to check the toilets. Our low hire rates do not allow us to employ a full time cleaner.

Please take all your refuse home with you. We would have to pay Tunbridge Wells Borough Council to remove any rubbish you leave behind.

When leaving, please turn off all lights, close all doors and make sure that the outside door is securely shut (we will lock the doors later).

Please do not use sticky-tack or adhesive tape on the walls as they damage the paintwork!

CHARGES

The current hire charge rates are:

Session	Main Hall
Monday to Friday Morning or afternoon	£25
Saturday or Sunday Morning or afternoon	£25

Exceptionally, the hall can be hired for an evening event, please contact one of the Church Wardens for more information.

PAYMENT

The hire charge must be paid in full at least one week before the date of your event. Please sign and return the Acceptance of Conditions of Hire form at the same time.

Please contact one of the Church Wardens for further information or to book an event:

Bob Houlden 01580 850278

Anne Tylden-Wright 01580 850281

AND FINALLY. . .

Thank you for using our hall – we wish you all the best for your event!

Safeguarding
Conditions of Hire
for
Social conferences for C of E visitors
Local Societies and Clubs
Charity Fundraising Events
Private Parties

The Parochial Church Council of St Nicholas, Sandhurst Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is available on our web site, or on request. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular, this means that:

- You will comply with our good practice guide for working with children and young people or vulnerable adults unless you already have an equivalent;
- You will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- You will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- You will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- You will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- No person under the age of 18 years will be left in charge of any children or young people of any age;
- No child or group of children or young people should be left unattended at any time;
- A register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for St. Nicholas, Sandhurst Church

Name:

Anne Tylden-Wright

E-mail:

tyldenwright@gmail.com

Tel. No:

01580 850281

Please check our web site for up to date contact details

StNicholasSandhurst.org

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed

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Designation

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Organisation

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Date

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Please sign and return a copy of this document to the church
