

1. INTRODUCTION

At St Mary's Church, our vision is to serve God's purpose by introducing people to Jesus, who invites us to 'Live the Best Life'. We long to be a church where individuals can discover the best life in Jesus, live it out daily, and share it with others so that more people can join us on this life-giving journey.

As part of this vision, we are committed to being a welcoming presence at the heart of our local community. Letting out "The Well" (Church Centre) to community groups and local organisations is one of the ways we express this commitment. We believe that by offering a safe, accessible, and hospitable space for activities that support well-being, inclusion, creativity, learning, and connection, we can help nurture stronger community ties and be a blessing to those around us.

St Mary's is funded primarily by the generosity of our local congregation. Income from rentals plays a vital role in covering the day-to-day running costs of our Church Centre and enables us to maintain and reinvest in the facilities so they can continue to serve both the church and the wider community.

These Terms and Conditions are intended to ensure that all use of the Church Centre aligns with our values of Respect, safety, and community care, so that it remains a shared space where all can flourish.

In line with this, St Mary's Church is committed to being a Fairtrade Church and an active participant in the Eco Church movement. In addition, we affirm the importance of treating all people who serve or share our spaces with dignity and respect. We ask all Hirers to reflect these values during their use of the Church and Church Centre.

1.1. Respect: for People and Shared Space

We ask all Hirers and their guests to:

- Treat church staff, volunteers, and other building users with respect and courtesy at all times.
- Honour the work of our caretaking and facilities team by leaving spaces clean, tidy, and as found.
- Refrain from behaviour that is disruptive, aggressive, or disrespectful.
- Work cooperatively in shared spaces such as kitchens and corridors, ensuring all users feel safe and welcome.
- Show respect for our neighbours, especially with regards to noise and considerate parking.

1.2. Fairtrade commitment:

St Mary's is committed to supporting Fairtrade by prioritising the use of Fairtrade-certified products wherever possible, promoting ethical sourcing, and encouraging awareness of trade justice within our community.

- Where refreshments are served, Hirers are encouraged to use Fairtrade products (e.g., tea, coffee, sugar, cocoa).
- Support our commitment to ethical trading and justice for global producers.
- Information on Fairtrade suppliers is available from the Church Office.

1.3. Eco Church:

St Mary's is committed to the principles of the Eco Church program, working in partnership with A Rocha to integrate environmental stewardship into our worship, buildings, land management,

community engagement, and lifestyle choices. We are currently working on our Gold Award. We request all Hirers to:

- Use only Eco cleaning products on the premises.
- Use heating and lighting only as needed.
- Ensure all appliances, lights, and heating are switched off after use (unless directed otherwise).
- Minimise single-use plastics and unnecessary waste (including decorations, balloons and glitter).
- Use recyclable, compostable, or reusable items where possible.
- Sort and remove all rubbish, which should be recycled responsibly where possible.

2. DEFINITIONS

2.1. The "**Church and Church Centre**" ("**The Well**") is the building wholly owned by the Parish Church of St Mary's, Camberley, managed through its Parochial Church Council (PCC), and comprises of:

- The Sanctuary,
- the Davison Hall,
- the Upper Room,
- the Oasis Lounge,
- Watchetts View,
- Kitchens and Toilets

2.2. The "**Hirer**" is the person/s who is over 21 and in charge of the event, who will be present and responsible for the whole of the booking period.

2.3. Reference to the "**Management Team**" in these conditions means the team delegated by the PCC to deal with the management of the building.

3. TERMS AND CONDITIONS

The PCC reserves the right to modify these terms and conditions of hire if necessary.

Any concerns or complains should be directed to the Welcome and Bookings Officer.

In the event they are away then the Vicar may be contacted who will arrange for another member of staff of PCC member to investigate and respond.

4. BOOKING

4.1. CONFIRMATION OF BOOKING

4.1.1. Bookings must be confirmed in writing and include:

- A completed and signed Booking Form
- A signed Terms and Conditions of Hire (this document)
- A completed Risk Assessment.
- Evidence of Third-party liability insurance

- 4.1.2. An invoice, with bank details, will be emailed to you. Hirers are required to settle the hire fee in full by BACS transfer within 7 days of the date of the invoice.

The booking shall not be considered as confirmed until full payment has been received and acknowledged. Failure to pay the fee in full within 7 days of the invoice may result in the booking being cancelled.

4.2. REFUSAL OR CANCELLATION OF BOOKINGS BY THE MANAGEMENT TEAM

- 4.2.1. Buildings are let as an integral part of the Church Mission within the community. The PCC reserves the right to refuse a booking or cancel this hiring agreement, without notice or explanation, at any time before or during the term of the agreement.
The Hirer shall be entitled to reimbursement of any monies paid for the hire of the premises up until the point of cancellation. The PCC shall not be liable to make any further payment to the Hirer.
- 4.2.2. In the event the Church needs to exceptionally amend or cancel a booking for maintenance or emergency reasons, the Hirer shall be informed at the earliest possible opportunity to discuss and agree potential alternative options. If these are not possible then a full refund shall be given within 14 days.
- 4.2.3. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the Management Team shall not be liable to the Hirer for any resulting loss or damage whatsoever other than the cost of the hire.

4.3. CANCELLATION BY THE HIRER

As far as practicable, the hirer must give 28 days notice if they wish to cancel the booking before the date of the event, to receive a full refund.

Notice less than 28 days may incur a hire charge (which will be 50% for 15-28 days, 75% for 8-14 days and no refund for 7 days or less).

In the event of exceptional circumstances concerning the hirer then the Management Team may consider in their discretion the return of some or all of the hiring fee.

4.4. END OF HIRE

The Hirer shall be responsible for:

- leaving the premises and surrounding area in a clean and tidy condition,
- checking that windows and doors are properly locked and secured, unless directed otherwise,
- checking that lights, heaters and other utilities in their area of hire are turned off. There may be an additional charge for failure to switch off utilities.
- any contents temporarily removed from their usual positions shall be properly replaced,
- removing from the premises all equipment and other materials brought into the premises by the Hirer or by whomsoever for use during the booking.

4.5. KEYS

It is the Hirer's responsibility to return any key provided on completion of the hire (or period of hire), as agreed with the Welcome & Bookings Officer. Failure to return keys will incur a replacement charge.

4.6. LOST PROPERTY

Lost property will be kept for a maximum period of 30 days. If the property is not claimed after that period, it will be disposed of.

5. CONDITIONS OF USE**5.1. USE OF PREMISES**

Use of the premises must align with our Christian ethos and public safety standards.

The Hirer shall not:

- use the premises for any purpose other than that described in the hiring agreement,
- shall not sub-hire the premises
- shall not use the premises, or allow the premises to be used, for any unlawful purpose or in any unlawful way,
- do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
- cause disruption to the neighbours.

If the Hirer breaches or fails to comply with any of the terms and conditions, the PCC reserves the right to terminate the hire agreement.

5.2. SUPERVISION

The Hirer will, during the period of the hiring be responsible for:

- Supervision of the premises they use, the fabric and the contents.
- The care of the premises and safety from damage however slight.
- Ensuring that no decorations, notices or adhesives are fixed to the premises.
- Returning the premises to the condition found at the commencement of the hire including storage of any tables and chairs.
- Reporting any accidents, defects or issues at the earliest possible opportunity (no later than within 48 hours).
- The behaviour of all persons using the premises for the purposes of their activity.
- Proper supervision of car parking arrangements so as to avoid obstruction of the highway and access to the premises.

5.3. HALL KITCHEN/SERVERY

Kitchens may be shared with other Church and Centre users. Please treat others courteously

- Pre-approval of use of the kitchen should be obtained as part of the hire agreement.
- If the Kitchen/Servery is part of the letting, it is the responsibility of the hirer to ensure that the items are left in good condition at the end of the let and all the appliances are turned off.

- The Hirer must ensure that any outside caterer employed is properly registered with the relevant authorities and works within our conditions of hire.
- St Mary's provides Eco-friendly cleaning products, and all Hirers must use those provided.
- Children under 16 are not allowed in the kitchen.

5.4. LEGAL REQUIREMENTS

5.4.1. INSURANCE/INDEMNITY

The Hirer shall indemnify the Parochial Church Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. The Hirer shall be responsible for making arrangements 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.

5.4.2. LICENCES

The Hirer shall be responsible for obtaining such licences as may be needed, whether for the sale or supply of intoxicating liquor, or from the Performing Rights Society or from Phonographic Performances Ltd or otherwise, and shall be responsible for the observance of same. Alcohol sales are prohibited unless approved by the Management Team.

Any hiring that involves the consumption or sale of alcohol on the premises will also require an additional deposit of (£50) at the time of booking that will be returned within 2 weeks after the event has taken place assuming that the Church does not incur any additional cleaning or damage cost.

5.4.3. GAMING, BETTING AND LOTTERIES

Event/incidental charity tombola's and raffles may be conducted on the premises, provided permission has been granted by the Management Team. It is the Hirer's responsibility to ensure that all relevant Local Authority permissions are obtained, and that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5.4.4. 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 PCC reserves the right to refuse permission for any sales of goods to take place during any hiring of the premises.

5.4.5. FLY POSTING

The Hirer shall not carry out any fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify the Management Team accordingly against all action, claims, and proceedings arising from any breach of this condition.

5.5. OUR REQUIREMENTS

5.5.1. Smoking/Vaping

Is not permitted in the hall, church or grounds.

5.5.2. Church and Hall Floor

Floors are regularly cleaned and polished. Please take care when moving furniture across them.

5.5.3. Animals

The Hirer shall ensure that no animals (including birds), with the exception of assistance dogs, are brought into the premises other than for a special event agreed to by the Management Team, and no animals whatsoever are to enter the kitchen at any time. Any animals within this rule must be secured at all times and any mess must be cleared up.

5.5.4. Parties and Celebrations

Due to the location of the buildings and their proximity to neighbours, normally teenage and adult parties are not permitted except where the Hirer is known by the Management Team, and acceptance of the booking is at their discretion. In this instance the hall must be vacated by 10:45pm and the car park by 11pm.

5.5.5. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure of those attending the event. Furthermore, the Hirer shall ensure that noise levels on the premises, and in the curtilage thereof, shall not cause a nuisance to neighbouring properties.

5.5.6. Parking

- Limited car parking is available on the forecourt in front of the church premises and all vehicles must be parked within the marked bays, so that access is available for Emergency Vehicles.
- Great care must be taken to reduce any inconvenience to our neighbours, and all cars must be removed at the end of the letting.
- Particular care must be taken at the end of a booking with children in the vicinity of the main road.
- Parking will always be free when it is in association with a letting within the church premises.
- Spaces designated for use by Blue Badge holders must be respected.

5.5.7. Rubbish

As part of our commitment to Eco Church to recycle where possible, the hirers shall remove from the premises all refuse, including recyclables, arising from the booking, and are encouraged to dispose of it in an eco-friendly manner.

The Management Team shall be at liberty to make an additional charge for disposal costs if any refuse is left.

6. HEALTH & SAFETY

Hirers must carry a mobile phone in case of emergencies.

6.1. EMERGENCY

In the event of an emergency, there is a contact list in the vicinity of the Fire Alarm Control Panel by the main entrance door.

6.2. ACCIDENTS AND DANGEROUS OCCURRENCES

- 6.2.1. The Hirer must report all accidents involving injury to the public as outlined in the Church's Health & Safety Policy.
- 6.2.2. It is the Hirer's responsibility to ensure that the premises are safe for the purposes for which they intend to use them.
- 6.2.3. Any failure of equipment belonging to the Hall or Church Building must be reported within 48 hours by contacting the Welcome and Bookings Officer by email or phone.
- 6.2.4. The Accident book is located in the main foyer outside the Parish Office.
- 6.2.5. The Management Team shall only be liable for incidents resulting from its own negligence.

6.3. PUBLIC SAFETY COMPLIANCE

- 6.3.1. The Hirer shall receive a copy of the Fire Procedures for the centre and be expected to comply with these, including ensuring that Fire Exits remain clear.
- 6.3.2. 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, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays
- 6.3.3. Naked flames, pyrotechnics equipment and smoke machines are prohibited.
- 6.3.4. Bouncy Castles or Inflatables are not permitted on the premises.

6.4. HEALTH AND HYGIENE

The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

All caterers/kitchen users must adhere to hygiene and safety guidelines posted in the kitchen.

6.5. ELECTRICAL APPLIANCE SAFETY

- 6.5.1. The Hirer shall ensure that any electrical appliance brought by him/her on to the premises and used there shall be safe and in good working order, and used in a safe manner.
- 6.5.2. Where a residual circuit breaker is provided with electrical equipment, the Hirer must make use of it in the interests of public safety.
- 6.5.3. The Hirer shall ensure that any such appliances brought onto the premises by another party for use at the event shall comply with the foregoing

6.6. COVID/PANDEMICS/NATIONAL EMERGENCIES

In case of a pandemic, such as Covid-19 or any other future pandemic or National Emergencies, St Mary's, Camberley will seek to follow all current government and Church of England guidelines as to the use of their buildings. St Mary's, Camberley reserves the right to decide on who they are able to hire the halls to in order to keep all parties safe.

Any hirer of the building must produce their own Risk Assessment in alignment with their professional organisation/national guidelines, if requested.

Depending on the guidelines, the policy may change and we reserve the right to close the building

due to any outbreak or Government/Diocesan instruction and cancel individual hall hire if we feel that the hirer is not following current guidelines appropriately.

7. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Parochial Church Council (PCC) of St. Mary's Church in Camberley is responsible for safeguarding within St Mary's Church Centre – "The Well". As a result, all clients 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 to ensure that you carry full liability insurance for this.

- 7.1. The Hirer shall ensure that any activities involving children comply with the provisions of the Children Act of 1989 and 2004. This includes ensuring that at all times only fit and proper persons have access to the children or vulnerable adults.
- 7.2. No child or group of children, young people or vulnerable adults should be left unattended within the premises at any time. A responsible adult, leader or carer must always be present.
- 7.3. You must 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.
- 7.4. No person under the age of 18 years shall be left in charge of any vulnerable adults, children or young people of any age.
- 7.5. A five-year age-gap between children and those working with them is highly advisable. Where not possible, the group should be led by other adults who are at least five years older.
- 7.6. A register of children, young people or vulnerable adults attending the activity shall be kept securely by you. This will include details of their name, contact details of parent/guardian/carers etc., date of birth and next of kin.
- 7.7. You must recruit safely all 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.
- 7.8. You shall 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.
- 7.9. You must immediately (within 24 hours) inform the Parish Safeguarding Officer of:-
 - 7.9.1. The occurrence of any concerns or allegations arising about children or vulnerable adults in the course of the Hirer's activities, including the contact details for the person in your organisation who is dealing with it.
 - 7.9.2. 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.
 - 7.9.3. The Parish Safeguarding Officer shall be contacted directly or via the Church Office.

The **Parish Safeguarding Officer for St. Mary's, Camberley** is: Tyrrell Brett

Email: safeguardingteam@stmaryscamberley.org.uk

Tel. No: 07779 577710

- 7.10. Hirers who are occasional or “One Off” Users (e.g. Children’s Parties) are not required to have a Safeguarding Policy but must comply with the safeguarding requirements stated above.
- 7.11. Hirers who are Regular Users must comply with the safeguarding requirements stated above and are required to have in place an approved Safeguarding Policy on commencement of each period of Hire.
- 7.11.1. For Organisations with No Safeguarding Policy of their own they may adopt our “St Mary's Safeguarding Policy & Practice” and adhere to the same commitments stated therein (available from the management team) in the short term.
- This will then form an integral part of this Agreement and acceptance of the booking is conditional upon the Hirer agreeing to work within the terms and conditions of this policy.
- Regular hirers must then provide their own appropriate policy within six months.
- 7.11.2. For Organisations with their own Safeguarding Policy:
- The PCC will accept an Organisation’s own Safeguarding Policy/ies. This must be provided to the church at the time of booking. This must be:
- a) no less stringent than the Management Team’s own,
 - b) a current approved version,
 - c) properly formulated.
- 7.12. In all cases those hiring the venue are responsible for checking that this policy along with any Safeguarding Policies adopted as part of this agreement:
- 7.12.1. Meets their own safeguarding needs for the activities they plan to run.
- 7.12.2. It is the hirer’s responsibility to carry out any risk assessments and put in place appropriate safeguarding measures.
- 7.12.3. The church cannot accept responsibility for any gaps or errors in the hirer’s chosen safeguarding arrangements.

8. CONTRACT

I have received these terms & conditions & agree to abide by them.

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.

Organisation:

Signed:

Print name:

Date:

Please sign two copies, one to be retained by the church, and one by the organisation