

## Lettings Policy for the Church and Pavilion

1. Bookings may be taken from individuals or a group / organisation. The booking may be for a one-off event in church or pavilion or a series of regular sessions in the pavilion. A rehearsal for an event will be charged as an additional booking if on a different day.
2. Whilst access to the pavilion is normally included within the fee for using the church, there may be situations when this is not permitted or only allowed under specific conditions. More details can be given at the time of the booking.
3. St Mary's is a **CHRISTIAN CHURCH** and activities inconsistent with the church's Christian ethos are not allowed in the building. No acts of worship, other than Christian worship, are permitted in the building unless agreed by the PCC in writing.
4. The person named on the booking form (the Hirer) is entering into an agreement with the PCC.
5. The PCC delegates the detail of the booking to the church administrator(s).
6. The PCC reserves the right to refuse bookings without the need to give reasons. The PCC's decision in this matter is final and not open to negotiation.
7. The Hirer must agree to show respect to the church / pavilion and to have due concern for the neighbours in Church Lane.
8. The PCC reserves the right to terminate the booking if damage or nuisance is being caused to the premises or neighbours.
9. The PCC reserves the right to use the church / pavilion on some occasions and in such cases will give as much notice as possible to the Hirer.
10. Hirers wanting to use the Pavilion for funeral wakes may take priority over other regular bookings and the administrator would approach other hirers to be flexible where there are potential pastoral needs.
11. Maximum numbers are 120 in the church and 40 seated in the pavilion.
12. Events are to finish normally by 10.30pm and clearing up to finish by 11pm, except by written agreement of the PCC.
13. No equipment may be stored on the premises.
14. Commercial groups or organisations must show proof of insurance for public liability (minimum £5m) and accidental damage to the premises.
15. The Hirer from a group or organisation must demonstrate that they have their own safeguarding policy or agree to the terms of the Church policy.
16. Wi-Fi is available if required. Details available on request.

<b>Pavilion Fees:</b> One-off booking by an individual or charity	£15 per hour
Children's party flat rate (2 hours plus setting up and clearing away)	£30
Extra hours charged at £15 per hour (up to maximum of 4 hours plus setting up and clearing away)	
Commercial bookings	£25 per hour

**Church Fees:-** per session up to 3 hours – morning, afternoon or evening      £50

Date adopted by PCC: 9<sup>th</sup> July 2020 / Revised 12<sup>th</sup> January 2023

## Booking Form for the Church or Pavilion

Please complete this form and return to the Administrator, St Mary's Linton, Church Lane, Linton  
CB21 4JX or by email to [admin@stmaryslinton.org.uk](mailto:admin@stmaryslinton.org.uk)

Name

Address

Email

Phone

Do you require the church and/or pavilion?

Type of Event

Date

Start and finish time

Organisation (if applicable)

Fee

Fee to be paid on booking for one off events

Regular events to be paid in advance in 5 week blocks

Payment by bank transfer to:

Name: St Mary's Church Linton P C C (as known by the bank)

Sort Code: 20-17-19

Acc/no: 90389277

Reference: Supplied by Admin on booking

Access arrangements:

Regular hirers to pay key deposit for pavilion.

Church hirers will be given details of access to the church building and name of keyholder.

I have read the booking terms and conditions and agree to adhere to them.

I am over 18 years of age

Signed

Print name

Date

# St Mary's Linton

## Booking terms and Conditions – Church and Pavilion

1. The Hirer from a group or organisation must demonstrate that they have their own safeguarding policy or agree to the terms of the Church policy.
2. The PCC reserves the right to use the church / pavilion on some occasions and in such cases will give as much notice as possible to the Hirer.
3. Hirers wanting to use the Pavilion for funeral wakes may take priority over other regular bookings and the administrator would approach other hirers to be flexible where there are potential pastoral needs.
4. The hirer is required to provide a draft copy of any advertising material for the course or event to the administrator at the time of booking.
5. The Hirer shall be responsible for:
  - The proper and orderly use of the premises,
  - Any damage done to the premises or contents, or any breakage or loss,
  - The full cost of repair/replacement of anything damaged,
  - Having due respect for the neighbours in Church Lane.
6. Any damage, breakage or loss must be reported immediately.
7. The PCC cannot be held responsible for any loss or damage to the Hirer's property. The Hirer uses the premises at their own risk. The Hirer is to take out their own insurance to cover any damage to property or personal injury, if it is deemed reasonable and prudent to do so.
8. Commercial groups or organisations must show proof of appropriate insurance for public liability (minimum £5m) and accidental damage to the premises.
9. The PCC reserves the right to refuse bookings without the need to give reasons. The PCC's decision in this matter is final and not open to negotiation. No sub-letting is allowed.
10. The PCC reserves the right to terminate the booking if damage or nuisance is being caused to the premises or neighbours.
11. The PCC reserves the right of entry by its authorised representative(s) at all times and a right to refuse entry or to remove from the premises any persons, without stating a reason.
12. Persons under the age of 18 years cannot make bookings. Proper supervision is required for parties for children and young persons and a responsible adult must remain on the premises at all times.
13. The maximum number of people permitted in the Church is 120 and up to 40 seated in the pavilion.
14. Events are normally to finish by 10.30pm and clearing up to finish by 11pm, except by written agreement of the PCC.
15. Alcohol may be served on the premises but not sold. The premises are not licensed.
16. Music played in the church or pavilion is covered under the church PRS licence.
17. Exits must not be obstructed whilst the building is in use and exit doors must remain unlocked.
18. No equipment may be stored on the premises.
19. Any electrical equipment brought into the premises must conform to current regulations.
20. Safety – please log any use of the First Aid box or other incident in the Accident Book. Note the position of fire extinguishers and the procedure in case of fire. It is the hirer's responsibility to contact the emergency services. Hirer to have a mobile phone for this purpose.

21. There is no dedicated car park for the church and pavilion. Hirers should encourage attendees to use the public car park in Coles Lane.
22. All rubbish / recycling must be removed from the church and pavilion and taken from the site.
23. Nothing should be attached to any part of the premises by Blotack or Sellotape.
24. No smoking is permitted in the church, pavilion or churchyard.
25. Premises should be left in the same condition as found. Sweep floors and return furniture to the correct storage area.
26. When leaving, switch off electric heating in pavilion and water heater in kitchen, switch off lights, close and lock doors and windows and take rubbish home for disposal (not in the church bins).
27. Return keys to keyholder.