



## *Hiring the Church Halls*

The Parochial Church Council of Christ Church makes its church halls available to individuals and organisations for meetings and events. There are conditions attached, which are laid out on the accompanying sheets. This page also forms part of the conditions of hire. Please note that any venue is only available subject to prior bookings and use by the church.

This page details the hire charges. Note that the length of your booking must be from the time you arrive to the time you leave: setting-up and clearing-up must be included, and you may be surcharged if you arrive early or leave late.

### **S Augustine's Hall and S Philip's Hall**

The charges are the same for Christ Church main hall and S Philip's Hall. Christ Church main hall is available throughout the week except Sunday morning; S Philip's Hall is available on Friday evenings, Saturdays (except late afternoon) and Sundays. Both halls have a maximum capacity of 100, although this limit will need to be lowered if seating or tables are laid out in the hall. Both halls are accessible (Christ Church has an external threshold for which wheelchair users may require assistance) and there is a toilet suitable for wheelchair users.

Per hour: £15, including use of the kitchen

### **Brodie Hall, S Cuthman's Hall, S Dunstan's Hall**

The Brodie Hall is available during the evenings except Thursday and at weekends except Sunday morning. Christ Church upper halls are available throughout the week with the exception of Sunday mornings. Each hall has a maximum capacity of 50, although again this limit will need to be lowered if everyone is seated. The Brodie Hall toilets cannot accommodate a wheelchair, and the upper halls are not suitable for use by persons with difficulties in mobility. S Cuthman's Hall has a sink available.

Per hour: £10, including use of the kitchen for Brodie Hall bookings

### **Fenning Room**

The Fenning Room can be booked for small meetings at £5 per hour, or (if available) can be booked with either S Cuthman's Hall or S Dunstan's Hall for an additional flat fee of £5. This room is not suitable for use by persons with difficulties in mobility.

### **Regular bookings**

We are very happy to consider regular bookings in all the halls for times when they are available, and are able to give discounts on these rates. Please ask for details. You will still need to fill in a booking form and comply with our conditions. It may be necessary on occasion to make adjustments to regular bookings to cater for occasions when the parish needs to use the hall on a one-off basis. In these circumstances hirers are offered an alternative booking, if available, or any booking fee paid is refunded.

## Charging and deposit policy

The PCC has a policy of charging a deposit and accepting payment in advance, which applies to all hirers of all the halls.

To secure a booking, a deposit of 50% of the hire charge is payable with your booking form. Full payment is required a week before each use of the hall. We can provisionally book a series, but *it will only be secured with your deposit*, and full payment in advance. There is no guarantee that we will be able to accommodate a series of bookings without the requisite deposit being paid at the time of booking. If someone else offers a deposit for a slot which you have only provisionally booked, we will do our best to contact you in order that you can secure your booking; but if that isn't possible we may accept the other hirer's deposit and allow their secured booking.

The deposit will not be refunded during the week before your hire. The PCC's total liability in respect of any letting is restricted to the amount you have paid for that hire.

### Booking timeline

| Initial enquiry  | Booking form and deposit received  | One week before hire   | During the week before hire   | On the day  |
|--|--|--|---|---|
| We will provisionally book your hall, but it won't be secure at this point. You need to complete the booking form and pay the deposit as soon as possible. | No-one else can take your slot provided the full fee is paid at least a week before your hire. If you cancel any time up to a week before your hire, we will refund everything you have paid for it. | Your deposit becomes non-refundable and the full fee is due. If it's not received your slot may be re-let. | We won't refund your deposit if you cancel or don't pay the full fee. If you have paid the full fee and have to cancel, we will refund 50%. | We won't refund any fee if you cancel or don't turn up. |

When making a payment please make your cheque payable to "Christ Church PCC Eastbourne" and send or deliver it to Christ Church Parish Administrator, 30 Redoubt Road, Eastbourne.



# Hiring Christ Church's Halls

Thank you for your enquiry about hiring the halls at Christ Church. Generally, we're happy to hire the hall; but we need to lay down a few rules in order that we can continue to do so. So you know what we expect, please look through this sheet and complete the form on the back. You should then sign and date one copy of it and return it with the deposit to the Parish Administrator at 30 Redoubt Road, Eastbourne. Please keep the other copy for your records.

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## What we need you to do

|   |   |
|---|---|
| You must tell us what you need the hall for, and what activities will be taking place.  | <i>We cannot allow illegal activity or anything which is opposed to Christianity. We also need to consider our neighbours, who may be disturbed by noise; and other users of the halls who may be affected by your activity.</i>      |
| You and people with you must not smoke in any part of the building. Naked flames and candles are not permitted under any circumstances.   | <i>It is against the law to smoke anywhere in the buildings. There are smoke detectors which could be set off. Flames and candles are a fire risk.</i>  |
| You must only use the hall(s) you have booked and paid for.   | <i>There may be other lettings in rooms you have not booked.</i>  |
| You must keep to the times booked. Your clearing-up time must be included in your booking. Overtime will be charged for.  | <i>There may be other lettings after yours. We need to consider our neighbours for evening bookings.</i>  |
| You must leave the hall in the condition that you would wish to find it in, or pay for its cleaning. You must clean the kitchen (if used) and the toilets, or pay for special cleaning. | <i>We do not provide a cleaner in the cost of the hire. If we need to employ special cleaning, we will charge you at the non-discounted rate of hire for the time it takes to clean after your booking.</i>                           |
| You must take away all your rubbish, or pay for special cleaning.   | <i>The Borough Council will not take away hall refuse and we cannot provide bins for hall users.</i>  |
| You must not leave any item or clothing; it might not be kept for you.  | <i>We have no provision for lost property and items left after your hire may be disposed of.</i>  |
| You may only put up any posters or other notices on your own portable notice boards. You must take these with you when you leave.   | <i>Notice boards are allocated for specific purposes, and the building can be damaged by fixing things to walls. If you would like to advertise anything, please ask.</i>   |
| You must reimburse the PCC for the cost of any damage which occurs during your booking. You must tell us if you find any damage for which you are not responsible.                      | <i>The PCC cannot afford such unforeseen expenditure and insurance claims increase our costs unreasonably too. We will use all reasonable means to identify the hirer responsible for any damage.</i>                                 |
| You must provide details of all relevant insurances.  | <i>Certain activities need Public Liability Insurance. If yours does, we need to see evidence that you have it in order that the church is not liable for any claim.</i>  |
| You must provide details of all relevant licences (including PRS licences).   | <i>Supply of alcohol, together with music, dancing and other public entertainment, needs to be licensed.</i>  |
| You must not exceed 100 people at your event. Upstairs at Christ Church and in the Brodie Hall the maximum is 50.   | <i>Any more could jeopardise their safety in any emergency.</i>   |
| You must submit to any instruction given by an officer of the PCC.  | <i>We can't cater for all eventualities in these notes, and there may be individual circumstances in your case. However, the Interim Addendum on Health &amp; Safety is such an instruction which forms part of these Conditions.</i> |

Please write in BLOCK CAPITALS

Name of hirer (your own name) \_\_\_\_\_

If you are hiring the hall for use by an organisation, please give its name \_\_\_\_\_

Your address \_\_\_\_\_  
\_\_\_\_\_

Contact telephone number \_\_\_\_\_

Contact number during your event \_\_\_\_\_

Date(s) of hire \_\_\_\_\_

Times of hire (start, finish) \_\_\_\_\_

Purpose of hire \_\_\_\_\_  
\_\_\_\_\_

Any special requests \_\_\_\_\_  
*The Parochial Church Council cannot guarantee that special requests will be met, but will endeavour to do so.*

Deposit enclosed\* (50% of hire) \_\_\_\_\_

Please tick  the hall(s) requested:     S Augustine’s Hall             S Cuthman’s Hall  
    Brodie Hall                             S Dunstan’s Hall  
    S Philip’s Hall                         Fenning Room

Please mark a cross  if licences are NOT required for your activity:     Public liability insurance     Alcohol/entertainment/PRS

**I declare that I have read the conditions overleaf, and undertake to abide by them. I enclose copies of my Public Liability Insurance certificate (if required) and alcohol/entertainment/PRS licence (if required), together with the deposit\* of 50% of the hire charge. I undertake to reimburse the Parochial Church Council for the cost of any damage incurred during this hire and to pay for any additional cleaning necessary. I indemnify the PCC against all claims which should be covered by my insurance, and I accept all responsibility for ensuring compliance with the Licensing Act 2003.**

**I will pay the remaining 50% of the hire charge\* no later than one week before the event.**

**If I have made any false statement in relation to this booking, or I fail to remit the second half of the fee, I acknowledge that the Parochial Church Council may cancel my booking and I will forfeit the deposit. In these circumstances I shall have no claim whatsoever against the PCC.**

Your signature \_\_\_\_\_

Date \_\_\_\_\_

For its part, if your booking is accepted, the Parochial Church Council undertakes to make the hall available to you on these terms. If we cannot accept your booking, your deposit will be returned to you. PLEASE NOTE THAT OTHER EVENTS MAY BE TAKING PLACE IN OTHER PARTS OF THE BUILDING DURING YOUR EVENT.

\* Please make cheques payable to “Christ Church PCC Eastbourne”.