

St Andrew's Church, Uxbridge Hall and Church Hire Policy

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Purpose

The purpose of this policy is to provide a simple, fair and transparent framework for the hire of St Andrew's Church Hall and Church Building, whilst supporting the mission of the church and ensuring that its facilities remain financially sustainable.

1. Church Hall Hire

Standard Rate

£35 per hour

Applies to:

- One-off bookings
- Private parties and celebrations
- Commercial organisations
- Businesses and training providers
- Groups not eligible for a concessionary rate

Regular Booking Rate

£30 per hour

Available to groups that:

- Book on a regular basis; and
- Pay for their bookings quarterly in advance

This recognises the value of long-term, reliable hirers and reduces administration for the church.

Community Benefit Rate

£25 per hour

The Church Council may approve the Community Benefit Rate for activities that support:

- Children and young people
- Education and learning
- Pastoral care
- Community wellbeing
- Charitable purposes
- Arts, music and cultural enrichment
- The mission and ministry of St Andrew's Church

Community Benefit

The Church Council recognises that many groups provide some degree of community benefit. However, community participation alone does not automatically qualify a group for the Community Benefit Rate.

When considering applications, the Church Council will take into account:

- The purpose of the activity
- The benefit provided to the wider community
- Alignment with the mission and values of St Andrew's Church

- The financial circumstances of the organisation
- Whether any surplus generated is reinvested in the activity or wider community benefit

Groups charging admission fees or generating income may still qualify for the Community Benefit Rate where there is a clear wider benefit to the community.

Waiver of Charges

The Church Council may, at its discretion, reduce or waive charges where there is a strong case for support.

Examples may include:

- Small youth groups with limited resources
- Church ministries
- Community initiatives that would otherwise be financially unviable

Each application shall be considered on its individual merits.

2. Church Building Hire for Concerts and Events

The church building may be hired for concerts, recitals, performances, recordings and other appropriate events, subject to approval by the Church Council or its delegated representative.

Church Hire Charges

Type of Event	Charge
Community Benefit Concert or Event	£120 per event
Standard Concert or Event	£180 per event
Commercial or Profit-Making Event	£250 per event

The above charges apply per event and include reasonable time for setting up, rehearsing, performing and clearing away.

Extended use beyond the agreed booking period may incur additional charges at the discretion of the Church Council.

3. Additional Facilities

Where organisers require facilities beyond the use of the church itself, the following charges shall apply:

Facility	Charge
Hall for refreshments	£40 per event
Kitchen use	£20 per event

Green Room/Vestry use	£20 per event
Hall, Kitchen and Green Room Package	£60 per event

These charges apply per event and are not charged on an hourly basis.
The Church Council may reduce or waive these charges where appropriate.

4. Church Member Hospitality After Baptisms, Funerals and Similar Occasions

The Church Council recognises that church members may wish to offer refreshments following pastoral offices and significant life events conducted at St Andrew's Church, including:

Funerals and memorial services

Baptisms and thanksgivings

Weddings (where separate arrangements are not already in place)

Other occasional pastoral events approved by the Incumbent or Church Council.

Where a church member wishes to use the Hall, Kitchen, or associated facilities solely for the provision of refreshments following such an event, no fixed hire charge will normally apply.

Instead, a suggested minimum donation of £50 towards the cost of utilities, cleaning, maintenance, and the upkeep of church facilities may be requested.

The suggested donation will be determined according to the scale of the event and the facilities being used.

The PCC reserves the right to recover any additional costs incurred as a result of exceptional cleaning requirements, damage, or extended use of the facilities.

The availability of facilities remains subject to prior booking and confirmation by St Andrew's Church.

5. Car Parking

Reasonable use of the church car park is included within the hire charge, subject to availability and any restrictions imposed by the Church Council.

Hirers are responsible for ensuring that attendees park considerately and do not obstruct access to the church, hall or neighbouring properties.

St Andrew's Church accepts no responsibility for loss of or damage to vehicles parked on church property.

Where an event is expected to generate significant parking demand, the Church Council reserves the right to impose additional parking management requirements or conditions.

6. Booking Conditions

Booking Confirmation

All bookings are provisional until:

- A completed booking form has been received.
- The hire charge has been agreed.
- Any required deposit has been paid.
- The booking has been confirmed by St Andrew's Church.

The PCC reserves the right to refuse any booking that is inconsistent with the mission, values or charitable objectives of St Andrew's Church.

Compatibility with the Mission and Values of St Andrew's Church

St Andrew's Church is a Christian place of worship and mission. The PCC welcomes a wide range of community use of its premises but reserves the right to refuse or cancel any booking where it believes that the proposed activity, event, display, publication, performance, promotion, advertising material, imagery, messaging or associated conduct is inconsistent with:

- The Christian faith;
- The mission and ministry of St Andrew's Church;
- The doctrines and worship of the Church of England;
- The charitable objectives of the Parish; or
- The reputation and standing of St Andrew's Church within the local community.

The church council reserves the right to review and approve any publicity, promotional material, displays, decorations, banners, exhibitions, presentations or other content associated with an event that is held on church premises.

The church premises must not be used for the promotion, publication or display of material that the PCC considers to be:

- Offensive or inappropriate;
- Contrary to Christian teaching and values;
- Discriminatory, inflammatory or abusive;
- Likely to bring the church into disrepute; or
- Incompatible with the charitable purposes and ethos of St Andrew's Church.

The decision of the PCC shall be final in determining whether a proposed booking or associated material is compatible with the mission, values and charitable purposes of the church.

Deposits

A refundable security deposit may be required for certain events.

Recommended Deposit Levels

Type of Booking	Deposit
Hall Hire	£100
Private Parties and Celebrations	£150
Church Concerts and Events	£100
Large Commercial Events	£250

Payments

St Andrew's Church operates a cashless payments policy for all lettings and facility hire arrangements.

All hire charges, deposits and any other fees must be paid by bank transfer to the account specified by St Andrew's Church.

Cash payments and cheques will not normally be accepted.

Bookings will not be confirmed until any required payments have been received in cleared funds.

7. Risk Assessments, Insurance and External Contractors

St Andrew's Church is committed to providing a safe environment for all users of its premises. Hirers are responsible for ensuring that their activities are conducted safely and in compliance with all relevant legislation and good practice.

Risk Assessments

The Council require hirers to provide a written risk assessment for events that involve:

Large numbers of attendees

Children or vulnerable adults

Food preparation or catering activities

Concerts, performances or public events

The use of specialist equipment

Outdoor activities

Temporary structures or installations

Activities presenting an increased health and safety risk

Risk assessments must identify hazards, assess risks and detail the control measures that will be put in place to ensure the safety of participants, volunteers, contractors and visitors.

The Council reserves the right to request amendments to a risk assessment or to refuse activities where satisfactory risk controls are not demonstrated.

Public Liability Insurance

Organisations, businesses and regular user groups must maintain adequate Public Liability Insurance with a minimum indemnity limit of £5 million and provide evidence of insurance upon request.

For higher-risk activities, the PCC may require a higher level of insurance cover.

Private individuals hiring the premises for family celebrations or similar events may be required to obtain appropriate insurance where the PCC considers this necessary.

Failure to provide evidence of insurance when requested may result in the booking being cancelled.

External Contractors and Suppliers

Where hirers engage external contractors, entertainers, suppliers or service providers, they are responsible for ensuring that such persons hold appropriate insurance and comply with all relevant health and safety requirements.

Examples include, but are not limited to:

DJs and musicians

Bands and performers

Caterers

Photographers and videographers

Sound and lighting contractors

Equipment hire companies

Children's entertainers

Mobile food vendors

The PCC may request copies of Public Liability Insurance certificates and relevant risk assessments before permission is granted.

Bouncy Castles, Inflatables and Temporary Structures

The use of bouncy castles, inflatables, marquees and other temporary structures is subject to prior approval by the Church Council.

Hirers must provide:

Evidence of Public Liability Insurance from the supplier

Confirmation that equipment has been inspected and is suitable for use

A suitable risk assessment

Details of supervision arrangements during operation

Inflatables must be erected, secured, operated and dismantled by a competent person in accordance with the manufacturer's instructions and any applicable industry standards.

The Church Council reserves the right to prohibit the use of any equipment that it considers unsuitable or unsafe.

Electrical Equipment

Any electrical equipment brought onto church property must be in a safe condition and suitable for its intended purpose.

The Church Council may require evidence that electrical equipment has been appropriately tested and maintained where this is considered necessary.

Compliance with Instructions

Hirers, contractors and event organisers must comply with any reasonable instructions issued by representatives of St Andrew's Church regarding health and safety, safeguarding, security, fire safety or the protection of church property.

Failure to comply with these requirements may result in the immediate termination of the hire agreement.

Safeguarding

St Andrew's Church is committed to the safeguarding, care and wellbeing of children, young people and vulnerable adults.

Any hirer providing activities involving children, young people or vulnerable adults must:

Comply with applicable safeguarding legislation and good practice.

Have an appropriate safeguarding policy in place.

Ensure that all necessary DBS checks have been obtained where required.

Provide details of a designated safeguarding lead upon request.

The PCC reserves the right to request evidence of safeguarding arrangements and to refuse or cancel a booking where such arrangements are considered inadequate.

All hirers must comply with any safeguarding requirements communicated by St Andrew's Church.

Alcohol.

The sale of alcohol on church premises is prohibited unless expressly authorised by the PCC and any necessary licences or permissions have been obtained.

Where alcohol is supplied without charge as part of an event, hirers remain responsible for ensuring that it is consumed safely and responsibly.

The PCC reserves the right to prohibit alcohol at any event or to impose conditions regarding its use.

Smoking and Vaping

Smoking and vaping are not permitted within any church building, hall or enclosed church property.

Where smoking or vaping is permitted outdoors, users must do so considerately, away from entrances and exits, and dispose of waste responsibly.

Fire Safety and Emergencies

Hirers are responsible for familiarising themselves with:

Fire exits;
Evacuation routes;
Fire safety procedures; and
Emergency assembly points.

Fire exits, escape routes and firefighting equipment must remain unobstructed at all times. In the event of an emergency, hirers must follow any instructions given by church representatives or emergency services.

Any accident, fire, near miss or emergency incident must be reported to a church representative as soon as reasonably practicable.

Care of Premises, Damage and Cleaning

Hirers are responsible for leaving the premises in a clean, tidy and orderly condition.

This includes:

Removing all equipment, decorations and personal belongings;
Disposing of rubbish in accordance with any instructions provided;
Returning furniture to its original position where applicable; and
Ensuring lights, water supplies and equipment are switched off when leaving.

Any damage to church property, fixtures, fittings or equipment must be reported immediately. The PCC reserves the right to recover the cost of repairs, cleaning or replacement resulting from damage, misuse or excessive cleaning requirements. Such costs may be deducted from any security deposit held.

Noise and Consideration for Neighbours

Hirers must ensure that activities are conducted in a manner that is respectful of neighbouring residents and businesses.

Particular care shall be taken in relation to:

Amplified music;
Public address systems;
Outdoor activities;
Vehicle movements; and
Departure of guests at the conclusion of events.

The PCC reserves the right to impose conditions relating to noise levels, music volume and event timing.

Hours of Use

Unless otherwise agreed by the Church Council:

Events should finish by 10.30 pm; and

All attendees should have vacated the premises by 11.00 pm.

Alternative arrangements may be approved for specific events where appropriate.

Equality and Inclusion

St Andrew's Church welcomes bookings from individuals and organisations regardless of age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All bookings remain subject to the proposed activity being compatible with the mission, values and charitable objectives of St Andrew's Church.

Keys, Security and Access

Any keys, access codes or security arrangements provided by the church remain the property of St Andrew's Church.

Hirers must:

Not copy keys or access devices;

Not share access arrangements with unauthorised persons; and

Ensure the premises are secured at the end of the booking where responsibility has been delegated to them.

Any loss of keys or security devices must be reported immediately.

The Church Council reserves the right to recover the cost of replacing locks, keys or security devices where required.

Data Protection

Personal information supplied in connection with a booking will be processed in accordance with applicable data protection legislation and the St Andrew's Church Privacy Notice.

Information will be used solely for the administration and management of bookings and related church business unless otherwise required by law.

8. Cancellation Policy

St Andrew's Church recognises that circumstances can change and seeks to apply this policy fairly and reasonably whilst protecting the church from financial loss arising from cancelled bookings.

Cancellation by Hirer

Notice of cancellation should be given in writing as soon as possible.

The following charges will normally apply:

Notice Given	Charge Payable
More than 28 days before the event	No charge
14–28 days before the event	25% of the hire fee
7–13 days before the event	50% of the hire fee
Less than 7 days before the event	100% of the hire fee

Where payment has already been made, any refund due will be paid within a reasonable period.

The PCC may waive or reduce cancellation charges in exceptional circumstances and at its absolute discretion.

Regular Hirers

Groups with regular bookings are asked to give a minimum of 14 days' notice where a session will not be required.

Failure to provide reasonable notice on a repeated basis may result in charges being applied or future concessionary rates being reviewed.

Cancellation by St Andrew's Church

St Andrew's Church reserves the right to cancel a booking where:

- The premises become unavailable due to circumstances beyond the church's control;
- The booking is considered likely to breach the terms of hire;
- The event would conflict with the mission, values or charitable objectives of the church;
- An emergency, health and safety concern or safeguarding issue arises; or
- The church premises are required for an urgent parish or diocesan purpose.

In such circumstances, any hire fees paid will normally be refunded in full. The church shall not be liable for any consequential loss, expense or inconvenience arising from the cancellation.

Non-Attendance

Failure to attend a booked event without prior notice will normally result in the full hire charge being payable.

9. Guiding Principles

In applying this policy, the Church Council seeks to balance:

- Financial sustainability

- Good stewardship of church resources
- Support for youth work and vulnerable groups
- Community engagement
- Promotion of music, arts and education
- The mission and ministry of St Andrew's Church

The standard expectation shall be that hirers pay the relevant advertised rate, with concessions and waivers being granted only where the Church Council considers there to be a clear case for support.

At the same time, the council recognises the pastoral role of the church at significant moments in people's lives and seeks, wherever reasonably possible, to support church members and their families through the provision of appropriate hospitality facilities following baptisms, funerals, memorial services, and similar occasions. Consequently, the use of church facilities for such purposes will normally be supported through voluntary donations rather than formal hire charges.

10. Acceptance of Terms

Submission of a booking form and use of the premises shall constitute acceptance of this Hall and Church Hire Policy and any associated conditions of hire.

The hirer agrees to comply with all reasonable instructions issued by representatives of St Andrew's Church and accepts responsibility for all persons attending the event.