

St Nicolas Church, Hail Weston Letting Policy & Conditions for Hire

1.0 Introduction

St Nicolas Church is an important building, and a significant part of the history and the heritage of the parish. The St Nicolas Church Parochial Church Council (PCC) and its Officers are responsible for maintaining it for use and enjoyment by future generations.

The PCC is committed to enabling community use of its facilities to benefit the local community.

We consider that our building, and use of it, are part of the mission of the church in this parish, and welcome use of the building by groups of all faiths and none, where they do not conflict with our own Christian faith and belief.

As a parish we have our own policies and procedures to ensure the safety and security of all who use the facilities. Groups which hire the hall should be able to show that they have similar policies and procedures and insurance in place.

2. General

- 2.1. This document sets out the Lettings Policy in relation to the letting of the Church premises.
- 2.2. A Premises Hiring Agreement, which is attached to and forms part of this Policy document, must be completed in respect of every booking of the premises. The person signing the Premises Hiring Agreement shall be known as “the Hirer” and shall accept full responsibility for compliance with the Terms and Conditions as set out in this Policy document. The Hirer must be a responsible adult.
- 2.3. Day to day Church management rests with the PCC.
- 2.4. References to the “Hirer” apply equally to persons in charge of church user groups.

3. Letting Restrictions

- 3.1. Our attitude towards an application for the use of our premises will be a positive one. We will seek to encourage appropriate organisations to use the premises for meetings and activities. The PCC may request references from a new user before agreeing a booking.
- 3.2. We will not accept bookings for activities which will prevent our regular activities i.e. church services, from functioning in full; or which promote any political party or opinion. No acts of worship, other than Christian worship, are permitted on the premises. The PCC reserves the right to refuse requests for hire.
- 3.3. We will not normally hire out the premises for any parties which will involve large groups of teenagers or young adults between the ages of 14 – 21.
- 3.4. Out of respect to other users and our neighbours surrounding the premises, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises. Lettings will not normally be taken for events likely to create noise or other nuisance to neighbours, e.g. discotheques.

- 3.5. All events are to finish by 10.30pm, and the premises empty by 11 p.m. The premises will not be available to the Hirer before the beginning of the booking time unless previously agreed with the Bookings Secretary, and must be vacated within 15 minutes after the end of the booking.
- 3.6. The benefit of a booking may not be assigned or transferred, in whole or in part, to any other person or party.

4. Charges

- 4.1. Please contact the Booking Secretary for details of any booking charges.
- 4.2. Booking charges will be reviewed periodically by the PCC.

5. Cancellation and Notice

- 5.1. Casual Booking. If the Hirer wishes to cancel the booking, the PCC may, at its absolute discretion, refund any fees paid, but shall be under no obligation to do so. In the event of the PCC cancelling a casual booking, all fees/deposits paid by the Hirer shall be refunded.
- 5.2. Regular Booking. A minimum of one month's notice is required if the Hirer or PCC wishes to cancel a regular booking, or before any increase in the booking fee. The PCC may, at its absolute discretion, refund or waive any fees paid or due to the end of the notice period, but shall be under no obligation to do so.

6. Access and Security

- 6.1. The Hirer shall ensure that there is a responsible adult or adults present and able to supervise at all times during the letting. The premises must not be left unattended during the period of the booking. During the period of hire, the Hirer is responsible for:
 - 6.1.1. Ensuring full compliance with this Letting Policy document.
 - 6.1.2. The orderly behaviour of guests/members on the premises.
 - 6.1.3. Checking and ensuring that the facilities are in order at the beginning and end of the letting
 - 6.1.4. It is the Hirer's responsibility to ensure that all doors and windows are closed, all doors locked, and all lights switched off (including the toilet) at the end of the letting period.
 - 6.1.5. The right is reserved for a representative of the PCC or their appointed officer to enter any part of the building at any time.

7. Health and Safety

- 7.1. Whilst the PCC will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire, including the presence of a suitably qualified First Aider if necessary. A First Aid box is located in the tower room.
- 7.2. Any accident involving personal injury must be reported in writing to the church to be recorded in the Church Accident Book.
- 7.3. The Hirer is not permitted to bring in supplementary heating appliances.
- 7.4. See also **Section 9.2.**

8. General

- 8.1. No smoking, vaping or naked flames are permitted in the Church or grounds.
- 8.2. Alcohol may not be sold on the premises. The Hirer is not permitted to apply for Occasional Licences for the sale of intoxicating liquor.
- 8.3. Any advertising material must be submitted to the Bookings Secretary for approval. All such material must clearly display the name of the person or organisation responsible for the event.
- 8.4. No adhesive or fixing material may be used which may damage the fabric of the premises.
- 8.5. We do not employ a full-time caretaker or cleaner; therefore, the Hirer is responsible for all setting up and putting away of any equipment used, and for leaving the Church in a clean and tidy state.
- 8.6. All rubbish must be taken from the premises by the Hirer and must not be deposited in the outside refuse bins. No food or drink must be deposited on the ground outside the premises.

9. Responsibilities

- 9.1. The PCC is responsible for providing facilities, as agreed, in good working order.
- 9.2. The Hirer is responsible for ensuring compliance with this policy document during the hire period, and that Security, Fire, Food Hygiene, and Health and Safety and any Safeguarding requirements are met.
- 9.3. In particular, the Hirer shall:
 - 9.3.1. Familiarise themselves with position of fire extinguishers and their operation.
 - 9.3.2. Ensure that attendees know the position of fire exits (north and south doors, and priest's door near the altar).
 - 9.3.3. Brief attendees that in the event of the fire they must leave the building immediately and gather on the grassed area near the parish council cemetery (on the south side of the church).
 - 9.3.4. Nominate fire marshals for each occasion they use the building. The marshals will be responsible for ensuring:
 - 9.3.4.1. The safe evacuation of the building in the event of a fire or other emergency.
 - 9.3.4.2. That the fire brigade is called.
 - 9.3.4.3. That an evacuation roll call is taken and the fire brigade is told if any occupant is not accounted for.
 - 9.3.5. Ensure that legal requirements concerning music, singing and dancing licences, theatre licences and copyright are satisfied. The Hirer shall be responsible for obtaining any such licences or any other permission required, always providing that no such application shall be made without the approval of the PCC.
 - 9.3.6. Ensure that all users are aware of the procedures for safe and correct use of equipment and facilities, including relevant food hygiene standards.
 - 9.3.7. If you use the kitchen, ensure that any items used are cleaned and put away in the appropriate cupboards. Bring your own tea-towels for drying up.
 - 9.3.8. Ensure that the premises are left in a clean and tidy condition. Losses, breakages and damage must be reported, and paid for in full. Hirers may re-arrange tables and chairs in the premises, but must return them to their original position at the end of the letting.
 - 9.3.9. Any issues or deficiencies relating to the hire period are reported to the Bookings Secretary at the first opportunity after the hire period.
- 9.4. The Hirer agrees to indemnify the PCC against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the terms of this policy document.

10. Safeguarding

- 10.1. The PCC has adopted the Diocese of Ely's Safeguarding Policy and it is the responsibility of the Hirer to either provide a copy of their own safeguarding policy before the letting is agreed or obtain a copy of the PCC policy available from Booking Secretary.
- 10.2. Ensure that the provisions of the Children's Act are satisfied at any event involving children. Events for persons under 18 years of age must at all times be properly supervised by an adequate number of responsible adults, in accordance with the Children's Act. The current guidelines are:

For 0 to 2 years – one adult to every three children (1:3)

For 2 to 3 years – one adult to every four children (1:4)

For 3 to 8 years – one adult to every eight children (1:8)

For 8 years and over – one for the first 8, then one for every additional 10 children.

NOTE: young people under 18 count as children not adults. If you have a number of young people helping, you will need more adults, not fewer.

11. Insurance

- 11.1. It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effected by the PCC does not extend to a Hirer's liabilities. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.

12. Compliance

- 12.1. The Hirer shall not use the premises for any other purpose than that specified in the Premises Hiring Agreement, and is specifically forbidden to use, or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose.
- 12.2. Failure by the Hirer to comply with any, or all, of the terms of this policy document, whether intentionally or not, may be deemed by the PCC to be cause for immediate cancellation of any letting or series of lettings.

13. Administration

- 13.1. Bookings of the premises will be administered by the Church Bookings Secretary. This includes the acceptance and declining of bookings in consultation with the incumbent and members of the Standing Committee of the PCC if necessary. The Incumbent will act as the final arbiter if required.

14. Premises Hiring Agreement – Additional Information

Booking: Elaine McCarthy, Churchwarden

By phone: 01480 474542

By email: elaine.mccarthy1@aim.com

By Post: St Nicolas Church, High Street, Hail Weston, St Neots, Cambs, PE19 5JS

Any booking made will be provisional until a complete Premises Hiring Agreement is completed, signed and a cheque/cash or BACS payment is received to secure the booking.

Application forms and a Copy of the Lettings Policy can be obtained from the website:
<https://swhw.co.uk/st-nicolas/>

15. Payments/Security Deposit/Cancellations:

15.1. Hiring of the premises must be paid for in full with the hiring application. Payments may be made by cash, cheque (made payable to 'Hail Weston PCC'), or direct bank transfer (BACS). The BACS details are as follows:

Name of Account: **Hail Weston PCC**
Sort Code: **30-94-47**
Account No.: **02900623**

15.2. The PCC reserves the right to cancel the hire at short notice if the hire fee and deposit are not paid in full in accordance with this requirement.

15.3. Any cancellation by the Hirer must be made in writing to the PCC. If more than 14 days' notice is given, there is no cancellation fee.

15.4. If less than 14 days' notice is given, the Hirer shall forfeit 25% of the hire fee.

Annex A: Application form for Casual Hire

Annex B: Application form for Regular Hire

Annex A to Church Letting Policy
ST NICOLAS CHURCH, HAIL WESTON
APPLICATION FOR CASUAL HIRE

Date of hire:			
Times:	From:	To:	
Hirer name (responsible adult):			
Address of Hirer:			
Postcode:			
Phone number:			
Email:			
At (rate): £ per hour*		Total session cost: £	
No of people expected to attend (maximum 100):			
Organisation (if applicable):			
Purpose of hire:			

Please ensure that rubbish is taken away and disposed of correctly in accordance with applicable waste management regulations. **Please bring bin bags with you, and also tea-towels for drying up if needed.**

Declaration: I have read and will comply with all the conditions set out in the Church Letting Policy.

Signed by Hirer:		Date:	
Please print your name:			

* Please obtain costs from Booking Secretary. Cheques should be payable to **Hail Weston PCC**. **BACS** payments should be made to Sort code: **30-94-47**, Account number: **02900623**. Please quote "VENUE BOOKING" as a reference.

Please complete and return this form and payment to the Booking Secretary Elaine McCarthy, Churchwarden

Confirmed on behalf of St Nicolas PCC

Signed:		Date:	
Please print your name:			

Annex B to Church Letting Policy
ST NICOLAS CHURCH, HAIL WESTON
APPLICATION FOR REGULAR HIRE

Date hiring commences:		Day(s) of meetings:	
Date of final booking (if known):			
Times:	From:	To:	
Hirer name (responsible adult):			
Address of Hirer:			
Postcode:			
Phone number:			
Email:			
Cost per session:			
No of people expected to attend (maximum 100):			
Organisation (if applicable):			
Purpose of hire:			

Please ensure that rubbish is taken away and disposed of correctly in accordance with applicable waste management regulations. **Please bring bin bags with you, and also tea-towels for drying up if needed.**

Declaration: I have read and will comply with all the conditions set out in the Church Letting Policy.

Signed by Hirer:		Date:	
Please print your name:			

* Please obtain costs from Booking Secretary. Cheques should be payable to **Hail Weston PCC**. **BACS** payments should be made to Sort code: **30-94-47**, Account number: **02900623**. Please quote "VENUE BOOKING" as a reference.

Please complete and return this form and payment to the Booking Secretary Elaine McCarthy, Churchwarden

Confirmed on behalf of St Nicolas PCC

Signed:		Date:	
Please print your name:			

Keyholders

Key number allocated:			
Name:		Signature for receipt of key:	
Name:		Signature for receipt of key:	

St Nicolas Church Hail Weston

Lettings Policy and Conditions of Hire

This policy has been approved and updated as necessary by the Parochial Church Council.

Signed.....*St Kelly Churchwarden (In Vacancy)*

Date.....*11th December 2025*

Next Review Date.....*December 2026*