

PARISH CHURCH OF ST MICHAEL & ALL ANGELS, THURMASTON

Church Letting Policy

- o. The Church is an important historical building, and a significant part of Thurleston's history and heritage. The Parochial Church Council (PCC) and its officers have the responsibility for promoting its use by the Church and wider community, and also of maintaining it for use and enjoyment by future generations.
- 1. The PCC and its agents reserve the right to refuse a letting to any person or persons whom they feel do not conform to the principles held by the Church of England or who may bring our Church into disrepute. We may take up references before agreeing to a booking, or may cancel a booking without being liable for any penalty if references appear unsatisfactory.
You may not sub-let or assign your letting.
- 2. Users are responsible for the good and appropriate behaviour of guests/audience etc
- 3. If Users fail to comply with the terms of this letting policy, especially those with legal force [eg: 4), 5), 6) 7), 8), 10) 11)] we will have to terminate the event immediately, and may have to call the Police.
- 4. Sale of alcohol is not permitted.
- 5. Noise/music must be kept at a level acceptable to those living nearby. **If you can't have a conversation in a normal speaking voice, things are too loud!** Events must finish by 10.30 pm
- 6. We have a **Safeguarding Policy** in operation at St Michael & All Angels, Thurleston. Users must abide by the law regarding such things as Child Protection, Health and Safety and COSHH, Food Safety, Fire, and Copyright Regulations.
- 7. **Fire Safety:** you are responsible for the safe conduct of your activity during the period of your use. We have our own Fire Safety Risk Assessment, and you may need to carry out a risk assessment for your specific activity, and you must cooperate in ensuring that all precautions are maintained. We can offer guidelines for fire procedures for your stewards. NB see points 8) and 9) below.
- 8. You must keep all entrances and exits clear at all times. Maximum numbers of people are 200.
- 9. You should consult us about the use of candles or naked lights: if we give permission, you must make sure that they do not drip wax onto floors, walls, fittings or furniture.

10. Our strict No Smoking Policy applies to the Church.
11. Users must inform us of those whom you wish to use to serve food or provide dance music. Users should ensure that their caterers (professional or amateur) are aware of the requirements of the **Food Hygiene (England) Regulations** and the relevant **Food Safety Act** Codes of Practice. We give Hirers a copy of a summary which we have prepared for ourselves: it should be passed on to caterers.
12. **Users must leave the church in good, clean order.** Losses, breakages and damage must be reported, and paid for in full. Users may re-arrange tables and chairs, but must **restore them to their original places** immediately at the end of the letting.
13. **Particular attention should be paid to the cleanliness of the kitchen and kitchen utensils and crockery.** Users must designate one person to be responsible for overseeing this at the end of the letting.
14. We expect users to take away their waste.
15. You may not put any nail, hook or fastening into any of part of the building – eg doors, walls, beams. You may not use blue-tack or sticky tape. You may use pins only in our noticeboards. You may not put up or display any board, advertising bill or placard without our prior permission. If permission is given, all such boards, advertising bills or placards must be removed immediately at the end of the function.
16. There is currently no charge for using the church but a donation would be welcome. The PCC reserve the right to introduce letting costs at a future date, and the right of use. We also reserve the right to cancel lettings at short notice without liability of compensation of any sort: obviously we would only do this in an emergency and with a full explanation.
17. Users agree to indemnify Thurmaston PCC against all claims, demands, actions, proceedings, damages, costs, and expenses arising out of non-observance of our conditions.
18. We will not be held responsible for any loss or damage which may occur to the property of others whilst they are using our premises. We do warn users that we occasionally suffer from thefts from the church and recommend that those using the church take care over security.
19. We insist that at least four responsible adults (aged over 30) be present at all times.
20. Users arrange with the Vicar about the opening and locking of the premises; sometimes a key is loaned to hirers for you to lock up when you finish and then return the key to the Vicarage.

**APPROVED BY THURMASTON PAROCHIAL CHURCH COUNCIL
30 SEPTEMBER 2019**