

St Matthew's Worthing

Conditions of Hire

The use and hire of the Facilities is at the discretion of St Matthew's PCC (the Trustees), and the Church office. Our current hire rates and rooms available can be found online at:

<https://www.stmatthewsworthing.org/hire> Our hire rates and conditions of hire are reviewed each March. These conditions apply from January 2023 and are not exhaustive. Other conditions may apply to a hire and we will tell you about them as necessary and record them on your booking page.

Permitted activity:

- The premises may not be used for lectures, meetings or activities of a religious nature which are not in keeping with the teachings of the Church of England.
- No alcohol may be consumed on church property without prior permission during external hire agreements and smoking (and vaping) is only permitted outside. Any cigarette ends must be disposed of and removed by your group. Illegal drugs of any kind are not permitted.
- Gambling is not permitted, although raffles and tombolas can be agreed in advance.
- Bouncy Castles are allowed if your booking is in the large hall.
- There is a maximum capacity for the venue. This is based on the evacuation time in the event of fire. If any people with mobility or impairment needs are using the facilities then it is the Hirer's duty to carry out a separate assessment.

Large Hall 150 / Rackham Room 30 / Small Meeting Room 15

- The rooms you are permitted to use will be listed on your booking confirmation and must be left clean and tidy at the end of your hire. You are free to use equipment in the kitchen.
- No fixtures or fittings are to be moved and no alterations to the fabric or fittings of the church are allowed without the prior permission of the Hiring Authority.
- Do not allow access to other members of the public who are not part of your group. Church staff or their representatives have a right of entry at all times and will identify themselves.
- Our PPL, PRS and TV licenses cover you to play music and TV services at your event.

Our Responsibilities: St Matthew's Church

- You will have a named person with contact details for any queries and an online booking page with all the information related to your hire.
- The premises and all equipment provided to you will be safe and in good working order. We will inform you of any areas of the building that pose an unacceptably high risk and the steps in place to make them safe.
- We will provide you with Fire Evacuation instructions displayed around the premises.
- The Car Park and Kitchen are available for your use but are shared spaces.

Responsibilities of you: The Hirer

- Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
- **You are responsible for carrying appropriate public liability insurance for your group.**
- You are also responsible for checking that any external companies (e.g. inflatable hire) also provide appropriate liability insurance.

St Matthew's Worthing

- You are responsible for any breakages or damage sustained during your hire. Any breakages or damage must be reported to our team.
- If there is a fire, or medical or other emergency, contact 999 and your named contact.
- At the end of your hire, you should leave the premises clean and tidy. Large bags of rubbish are to be taken with you.

Additional Fees and cancellation policy

- Additional fees may be charged, by agreement with you, for the provision of extra equipment or resources on a case by case basis. These fees will be recorded on your online booking page.
- An overstay fee applies if you do not vacate the premises at the agreed time. This will be at a rate of twice the hourly hire fee, rounded up and charged in 30 minute time slots.
- Bookings can be cancelled subject to the following fees, charged at our discretion:
 - 28+ days prior to the booking: No Fees due
 - 14-28 days prior to the booking: 50% refund/deduction
 - Less than 14 days prior to the booking: Full fees to be paid
- We reserve the right to cancel or change your booking in the event of a necessary Church function. We will normally give at least one month's notice although this will not always be possible. We will not charge you for any bookings cancelled by us.

Specific conditions for one off hires

- Payment of the hire fee and deposit is required in advance to confirm the booking. Your deposit will be returned to you in full within five working days of your hire if the conditions above are all met.
- A keyholder will meet you at the start and end of your hire times to unlock and lock.

Specific conditions for regular hirers

- If your event includes [children](#) and/or [vulnerable adults](#), you need to have an appropriate safeguarding policy in place and approved by us prior to booking. You must also have public liability insurance in place prior to commencing your hire.
- Payment of the hire fee is to be made through our online system. We expect payment to be made, monthly in arrears by the 14th of the following month. If it is not possible for you to pay online, we will make alternative arrangements for you to pay by cash. Your payments and dates can be viewed on your online booking page. A late payment fee of £50 applies to payments more than two weeks late. We may refuse you access to the premises if you fall behind more than a month without agreement.
- If you are provided with a key, it is your responsibility to keep the key safe. You are not permitted to copy the key. If you lose the key, there will be a fee to cover the replacement.
- We will contact you to confirm your booking dates three times a year:
 - By the 2nd November for December, January, February and March
 - By the 2nd March for April, May, June and July
 - By the 2nd July for August, September, October and November
- Other changes to dates can be made outside of these times at the discretion of the church office.