St Mary's Church and Church Hall

Conditions of Hire

1st September 2024

PERFORMANCES IN ST MARY'S CHURCH

- No concert, play, or exhibition may take place without the consent of the Incumbent or Priest-in-Charge; full information regarding the nature of the event, including a draft programme, must be provided as soon as it becomes available. In the case of a vacancy in the benefice, St Mary's will need to consult with the Rural Dean of Brighton before accepting any event booking.
- The special character of the Church must be respected at all times with particular respect paid to the font, the altars, and the sanctuary around the high altar. Please do not place drinks or other such items on the altars.
- No concert, play or exhibition shall take place unless, and until, all applicable licences have been obtained for the performance of material (whether live or recorded) subject to copyright restrictions. Copies of these must be provided before the date of the event.
- No person who is known to have an unspent criminal conviction (as defined by Rehabilitation of Offenders Act 1974) or is included on a barred list under the Safeguarding Vulnerable Groups Act 2006, in respect of relevant conduct (see below), shall be permitted to undertake any of the following roles in respect of a concert, play, or exhibition:
    - i) Director;
    - ii) Conductor;
    - iii) Curator;
    - iv) Soloist; or
    - v) Actor in a leading role.

  Relevant conduct means conduct related to abuse including any offence of a physical or sexual nature (or any other safeguarding matter or failure) of children or vulnerable adults or any offence under the Sexual Offences Act 2003.
  Any question as to the applicability or interpretation of this direction is to be referred to the **Diocesan Safeguarding Officer of Chichester** who shall, following consultation with the Diocesan Registrar, determine the matter. **St Mary's is unable to answer any such queries.**
  Any person subject to these restrictions, who considers that they should not be so subject, may apply to the Diocesan Bishop in writing, including all reasons, to request a dispensation.

LATE PAYMENTS ON INVOICES

- A service fee of £15 will be charged when an account becomes overdue, and every calendar month thereafter, in addition to interest charged daily at the Bank of England base rate plus 5%.

CHURCH AND CHURCH HALL SECURITY

- Following a warning on the first occasion, a charge of £50 will be levied upon each of the current, or most recent, user(s) of St Mary's Church Hall for every occasion a member of the St Mary's team finds the Church Hall doors set to *Permanent Open* or *Two-Way Access* while unsupervised. This will be payable within 14 days and subject to the St Mary's Late Payments policy.

- Following a warning on the first occasion, a charge of £50 will be levied upon the current, or most recent, user(s) of St Mary's Church for every occasion the north-west (St Mary's Place) or north-east (Choir Vestry) Church door is found unlocked while unsupervised, and/or any door is left unsecure

after the customer leaves the site. This will be payable within 14 days and subject to the St Mary's Late Payments policy.

FOOD HYGIENE AND CLEANLINESS

- All previously sealed food or drink that is stored in a St Mary's fridge after opening must be labelled clearly with the date of opening and disposed of after no more than 4 days (or less, with reference to the specific storage instructions) regardless of the use-by/best-by date. Fresh food and drink should be disposed of after 2 days. If it is known that something will not be used within the minimum time it should be disposed of rather than placed in the fridge.
- Previously sealed items that are stored in a St Mary's fridge after opening, will be disposed of by members of the St Mary's Team if found to be unlabelled, expired, or to have been open for more than 4 days.
- Please wash up any crockery or cutlery that is used. If making more than an occasional cup of tea, please provide your own supplies. St Mary's provides washing up liquid for use in the Church Hall kitchen but will not provide reusable items such as tea towels, wash cloths, and wash sponges. Due to hygiene concerns, these should not be left for use in the kitchen but disposed of or taken away for cleaning. If left, they will be disposed of by members of the St Mary's Team.
- If bins become full during your hire, please replace the bag (empty black, blue, and green bin bags are provided) and dispose of the full bag in the communal bins on St James's Street.

ROOM CLEANLINESS/TIDINESS

- The Church and Church Hall is used by many different groups, and St Mary's do not have a full-time cleaner, this means that we need the cooperation of all users to keep the rooms safe and clean for everyone. While you may rearrange tables and chairs as needed, it is the customer's responsibility to return **ALL** furniture to its original room and location, and to, at minimum, vacuum/sweep the Large and Small Halls. In the Church, please do not move the grand piano, eagle lectern, or the notices table without prior agreement with a member of the St Mary's Team.
- Basic cleaning supplies are available in both the Church and the Church Hall. We reserve the right to levy a charge for cleaning of at least £50 (fifty pounds) if hirers should leave any part of the premises in a dirty or untidy state.

If you find problems with cleanliness at the beginning of your hire,
or have any other cause for concern, please inform the church on 01273 698601/07434 121659.
It remains your responsibility to leave the room clean and tidy before leaving.

We endeavour to keep our room hire costs to a minimum but, if we need to employ a full-time cleaner, then we will have no choice but to increase rates to pay for this.

CHILDREN AND SAFEGUARDING

- If your group includes anyone aged under 18, you must sign and adhere to our Parish Safeguarding Policy (see below). If you have any questions or wish to follow your own safeguarding policy, please speak first with **Becky Donoher on 07939 206024**.
- Children should be supervised, as appropriate, at all times, and their behaviour monitored to avoid them causing themselves injury. Children in groups using the Church must be accompanied by a responsible adult to use the toilets in the Church Hall; they must not be left unattended in the Church Hall or left to make their own way back to the Church.

RISK ASSESSMENT AND PUBLIC LIABILITY

- You must conduct your own risk assessment and ensure that you have adequate public liability insurance for the activities that you and any associates plan to conduct on the premises.

ELECTRICAL EQUIPMENT

- Any electrical equipment introduced into the premises must have been tested by a qualified electrician within the last 12 months. Equipment should be labelled as necessary; any equipment removed from the premises by your group, or an external contractor, will be charged for at the current market price.

ALCOHOL

- If you wish to sell, or otherwise offer, alcohol at your event you must procure a Temporary Event Notice (TEN) from Brighton and Hove City Council and inform us of your plans. We reserve the right to charge you an increased hire fee for an event using a TEN or to oppose an application.
- You must remove all alcohol containers and traces of alcohol from the Church and/or Church Hall at the end of your hire. If necessary, wash the bins to remove alcohol dregs.

FIRE EXITS

- Access to **ALL** fire exits must be kept clear, at all times, and evacuation plans must be created as appropriate for your group. The St Mary's assembly point is in front of the Somerset Centre.

Parish Safeguarding Policy Statement

Hire of St Mary's Church Hall is conditional upon you following the Safeguarding Policy of the Parish of Brighton, Kemp Town: St Mary. Any concerns or allegations about or by children that arise during your hire should be communicated promptly to Becky Donoher on 07939 206024.

The following policy was originally agreed at a meeting of the Parochial Church Council on 5th November 2018 and is reviewed annually.

As members of this PCC, we are committed to the safeguarding, care and nurture of all our members.

- We recognise that safeguarding is everyone's responsibility.
- We are committed to implementing all safeguarding policies and practice guidance issued by the House of Bishops.
- We will carefully select and train all those who work or volunteer in positions of trust. We will use the Disclosure and Barring Service, amongst other tools, to check the background of each person.
- We will respond, without delay, to every concern made that a person for whom we are responsible may have been harmed.
- We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.
- We will seek to ensure that anyone for whom we have pastoral responsibility who has suffered abuse is offered support that meets their needs.
- We will respond appropriately to those who have committed sexual offences who wish to join our fellowship, following House of Bishops' guidance and the advice of the Safeguarding Team.
- We will review this policy annually, and as part of this process will ensure that all our procedures, particularly in relation to the Disclosure and Barring Service, are up to date.

Our Child Protection Policy is coordinated by our Parish Safeguarding Officer, who is:

Name: **Becky Donoher**
Address: **St Mary's Church Kemp Town,**
61 St James's Street, Brighton, BN2 1PR
Telephone: **07939 206024**
eMail: **safeguarding@stmaryschurchbrighton.org.uk**