



## **HIRING PACKAGE FOR ST. JOHN'S CHURCH, MEADS & ST. JOHN'S PARISH HALL**

**Regular or one-off hire**



[www.stjm.org.uk](http://www.stjm.org.uk)

Registered charity No: 1181574



## How to make a booking

Bookings can be made via the church administrators. Please complete the booking form at the back of the document and return to the office.

For Church Bookings, please contact Rachael: [office@stjm.org.uk](mailto:office@stjm.org.uk)

For Hall Bookings, please contact Sarah: [parishhall@stjm.org.uk](mailto:parishhall@stjm.org.uk)

### 1. The Church office is located at the side of the main church.

The Church office is open;

	Term time
Monday	9.15am-1.15pm
Tuesday	9.15am-1.15pm
Wednesday	9.15am-1.15pm
Thursday	9.15am-1.15pm
Friday	9.15am-1.15pm
Saturday	Closed
Sunday	Closed

2. By email [office@stjm.org.uk](mailto:office@stjm.org.uk)

3. By phone 01323 738761

4. Please note that there is no online booking facility

For emergency situations regarding hire of the church building, please contact the Out of Hours phone on 07843 211673.

5. Please note that this phone is for emergencies only (e.g. problems with the building, issues gaining access etc.) and all other communication regarding the hire should be through the church office.

**6. PLEASE ENSURE THAT YOU READ THIS DOCUMENT CAREFULLY BEFORE MAKING A BOOKING.**

## Information about the Church & Parish Hall

Room	Flooring	Furniture	Seating capacity	Standing capacity
The Main Church	Carpet	300 chairs 12 tables	300	500
The Jubilee Hall	Lino Flooring	As above	100	150
The Pauling room	Carpet	As above	20	30
<b>THE PARISH HALL</b>				
Main Area	Wooden Flooring	60 chairs 10 tables	120	200
Selway Room	Wooden Flooring	20 chairs 2 tables	20	40

There is large kitchen in the Church (adjoining the Jubilee Hall) and at the parish hall which has a 5\* food hygiene rating.

Both kitchens are well-equipped with;

- Cutlery and crockery
- 6 gas burner cooker with gas oven (Parish Hall) and electric cooker (Jubilee Hall)
- Large water boiler urn
- 2 sinks
- Kettle and coffee making facilities
- Plenty of work space
- The right-hand fridge in the kitchen is for the use of hirers during their session times, but users are asked to take any perishable foodstuffs home and not leave them in the kitchen.
- Please note there is no freezer space.
- The kitchen in the Jubilee Hall has a dishwasher.

All areas have WIFI – although access can be limited within the Pauling room.

**All areas have access to toilets, including baby changing and accessible access.**

Please note that hirers will need to bring their own refreshments and tea towels, as these are not provided by the church.



## Storage

There is limited storage for regular hirers in the parish hall – this is charged at a weekly rate – please contact us for details.



## Hours for Hire

All rooms in the church building will be available for hire from 08.00 Mon-Saturday until 23.00 and must be vacated by all attendees no later than 22.30. Sunday bookings can only be in connection with church activities.

The parish hall is also bookable on a Sunday. Bookings of the church may be possible on Sunday afternoon/evening.

The kitchen is not available for separate hire.

## Hire charges (per hour)

Please note that schools using the Church will not be charged, but a donation would be gratefully received. Please note that Church activities (concerts, weddings etc) will not be charged, however, **you will still need to complete the booking form found on page 14 or book via the office.**

		<b>Community /non-profit making local groups per hour</b>	<b>Semi-commercial (any individual or small group charging to make an income) per hour</b>
<b>The Main Church</b>	<b>Mon-Fri</b>	£25.00	£40.00
	<b>Sat</b>	£30.00	£50.00
<b>The Jubilee Hall &amp; Kitchen</b>	<b>Mon-Fri</b>	£20.00	£30.00
	<b>Sat</b>	£25.00	£40.00
<b>The Pauling Room</b>	<b>Mon-Fri</b>	£15.00	£20.00
	<b>Sat</b>	£20.00	£25.00
<b>Whole building (Main church, Pauling)</b>	<b>Mon-Fri</b>	£50.00	£75.00
	<b>Sat</b>	£65.00	£100.00

<b>Room Jubilee Hall &amp; Kitchen)</b>			
<b>The Parish Hall &amp; Kitchen</b>	<b>Mon-Fri</b>	£20.00*	£35
	<b>Sat</b>	£22.50*	£35
<b>Selway Room</b>	<b>Mon-Fri</b>	£15.00*	£20.00*
	<b>Sat</b>	£17.50*	£25.00*

<b>Children's Birthday Parties – hire of Parish Hall Building and Kitchen</b>	<b>4 hour slot</b>	<b>£75 plus £50 returnable deposit</b>
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## TERMS AND CONDITIONS OF HIRE

### 1. Terms

1.1 In these Terms and Conditions the term "the hirer" shall include the person signing or making the application and any person or organisation on whose behalf the application is made, all of whom shall be jointly and severally liable.

1.2 In these Terms and Conditions the term "St. John's" is the trustees / PCC of St. John the Evangelist Church, Meads.

### 2. Bookings

2.1 Bookings are provisional until confirmed and a deposit has been received. Confirmation will be sent by e-mail.

2.2 All bookings are at the discretion of the Church Administrators and are offered on a first come – first served basis.

2.3 When making a booking please complete a booking application form. Alterations to a booking may be requested by the church.

2.4 Hirers should state the number of people attending and the purpose of the event, including whether the event is open to the public on the day. If a third party is to provide



any services during the course of the hire this must be stated at the time of the booking and is at the discretion of the Church Administrators.

2.5 Church use will be given priority and so regular bookings will be reviewed on a termly basis. The church may occasionally be used for weddings (mainly on a Saturday) and funerals. Weddings will be arranged with plenty of notice and attempts will be made to avoid times when regular users are in the building, but this may not always be possible. The church has less notice for funerals and may have to cancel a booking to accommodate such an event. In such circumstances the liabilities of the church are limited to returning the booking fee paid.

2.6 As it is used as a Christian worship space, Church property will not be hired to other faith groups who wish to use it for worship or for the promotion of their faith.

2.7 St. John's reserves the right to refuse hire or to cancel with or without notice any agreed hire, if in their opinion, such use could be detrimental to the fabric of the building or its contents, or contrary to the Christian purpose of the building.

2.8 Regular hirers must complete and return the calendar dates form for each term before the start of the term in order to confirm their booking dates. St. John's cannot hold dates for regular hirers if the form has not been submitted.

2.9 Only rooms specified on the booking form will be available to the hirer during the hire period.

2.10 For those using the building a key will be issued for a £50.00 security deposit. It is the responsibility of the hirer to collect the key from the church office in the week before your hire. Please note that the security deposit may be increased due to the nature of your booking.

### **3. Cancellations**

3.1 The cancellation procedures apply to both regular and one-off hirers.

3.2 Notification of the cancellation must be in writing to the church office or by email.

3.3 The church office will endeavour to confirm a cancellation within five calendar days.

3.4 Any refund or an invoice for the balance above the deposit will be sent by email within 14 calendar days of notification of the cancellation.

3.5 Cancellation 28 calendar days or more prior to the event: no charge

3.6 Cancellation between 8 and 27 calendar days prior to the booking: 50% charge



3.7 Cancellation up to 7 days prior to the event: 100% charge

3.8 For regular hirers notice of 28 days or more must be given by either party to cancel the ongoing booking. Full refund of all advance deposits and fees will be made in the event of cancellation.

3.9 For regular hirers cancellations cannot be given for past dates

#### **4. Deposit**

4.1 All hirers – both regular and occasional - must pay a security deposit of £50.00 (in addition to the hiring costs) at the time of booking or at the time of receiving notification that the application has been accepted.

4.2 After the agreed booking, the deposit will be returned to the hirer less the amount of any unpaid fees and any compensation for damage or breach of any of these conditions. The keys must also be returned before the deposit can be returned.

#### **5. Hiring Fees and payments**

5.1 For regular use, the previous term must be paid for in full at the beginning of the term before any booking for the following term can be confirmed. Regular hirers will be invoiced on a termly basis which hirers can choose to pay in one lump-sum or in advance monthly instalments as agreed in advance with the admin office.

5.2 The payment terms for regular hirers are strictly 30 days.

5.3 For occasional hirers all payments must be received at least 21 days in advance of the booking or immediately on making the booking if the hire is within this period. If payment is not received within this period the church reserves the right to cancel the booking, subject to the cancellation terms as set out above and to invoice the hirer for any outstanding balance.

5.4 The admin office will invoice the hirer and this will be emailed to the hirer upon receipt of the completed forms.

5.5 Payment should be made using our online system but, in exceptional circumstances, may be made via BACS transfer, by cheque or in cash. Cheques should be made payable to *St. John's Church PCC*.

5.6 Should the church incur bank charges on presentation of a declined cheque these costs will be added to any subsequent payment by the hirer.



## 6. General Conditions of Use

6.1 After an evening booking the building must be vacated by 11pm Mondays-Saturday. All property of the hirer should be removed before the end of the period of authorised use. This means the church buildings must be empty at this time.

6.2 The hirer is responsible for the proper conduct of everyone using the church and/or parish hall during the period of use and shall do their best to prevent anyone causing an annoyance or inconvenience to other persons. In particular, the hirer must keep noise to a reasonable level, having regard and respect for the surrounding residents, especially in the evenings. Parties with discos or live music groups should keep the main doors closed for this reason. St. Johns may stop any meeting, entertainment or function, which is not properly conducted.

6.3 Children should not go into the main kitchen for safety reasons.

6.4 The normal practice for St. John's is that the SALE of alcohol is prohibited on any part of the premises. However, you may be able to apply for a TENs notice if you are looking to sell alcohol. Please contact the office for more details.

6.5 There is to be no smoking in any part of the building.

6.6 St. John's promotes fair trade and its vision is for the building to be a fair trade zone. It therefore expects all groups to use fair trade products as far as possible whilst occupying the premises. For more information on this please contact the church administrators.

6.7 The hirer should ensure that the terms of every statute authorising or regulating how the church is used are complied with and that any work to the church which any authority acting under any statute requires is done and that any licence or registration which is required or which the church requires is obtained, renewed and continued.

6.8 All advertisements and publicity for functions held must clearly display the name of the person or organisation holding them.

6.9 No nails, screws, bolts etc. may be driven into the walls and fixtures; and no equipment, furniture or any structures or decorative lighting, posters, placards or notices may be taken into the Hall, or placed or displayed outside it or used there without the previous consent of St. John's.

6.10 Only internal decorations with permission approved by the admin office may be used in conjunction with non-damaging fixings eg "White Tac".



6.11 The hirer is responsible for all damage done (and any Fixtures and Fittings and Furniture and any other articles in it) during the period of use, whoever may have caused the damage. All damage and breakages must be reported immediately to the office in person (during office hours) or by email (outside of office hours). The hirer will be asked to pay for the damage. Please report to the office immediately if the condition of the building is unacceptable on arriving. Outside of office hours please contact our Caretaker on 07843 211673. If the hirer fails to observe these conditions St. John's may perform it on behalf of the hirer and recover the cost from (or when any work is carried out by an employee of the church may make a charge to) the hirer.

6.12 The hirer must comply with all conditions and regulations made in respect of the premises by the Fire Authority, or Local Authority in connection with the event.

6.13 Highly flammable substances are not to be brought into or used in any part of the church building nor are internal decorations of a combustible nature (e.g. polystyrene, cotton wool) to be erected.

6.14 It is the hirer's responsibility to ensure that all equipment brought onto the premises meets current safety regulations. St. John's cannot be held responsible for any accident that involves any equipment that the hirer has brought onto the premises. The hirer must also inform the office at the time of booking of any equipment that he/she intends to use.

6.15 There are first aid kits and accident books in both of the kitchens and the main body of the church for the recording of any accidents. Whilst occupying the premises the hirer is responsible for safety in the building and at its points of access.

6.16 If food is to be prepared, served or sold then the hirer must observe all relevant food health and hygiene legislation.

6.17 Although hirers will have cleaned all "touched surfaces" such as door / window handles, it would be advisable for the incoming hirer to repeat this process in order to protect their clients.

6.18 It is recommended that hirers provide hand sanitiser for their event / sessions and to have these available for use on entry to and exit from the building.

6.19 Please ensure that no fat is put down any of the sinks.

## **7. Safeguarding of children and adults at risk of harm**

7.1 The signed current St. John's Safeguarding policy is displayed on the Church noticeboard in the main hall. A copy is also found on our website. Hirers involving children under the



age of 18 are required to read this and ensure that they have their own Safeguarding Policy and procedures that are consistent with these standards.

7.2 If the hirer has no Safeguarding Policy of their own, then St. John's Safeguarding Policy must be adhered to.

7.3 The hirer is required to ensure that children and adults at risk of harm are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring all necessary safeguarding checks are undertaken. St. John's accepts no responsibility for the hirer's failure to comply with these requirements.

7.4 All hirers are to ensure that the correct ratio of adults to children/vulnerable adults is adhered to at all times. All adults involved with children/vulnerable adults' groups must be DBS checked. Evidence of this may be asked for by the church admin staff. No adult may be left alone with children/vulnerable adults until they have DBS clearance. The hirer must ensure that there is a sufficient number of competent attendants on duty at the time during the event, none of whom shall be less than 18 years of age.

**7.5 All hirers are responsible for providing their own risk assessment.**

**7.6 The Safeguarding agreement found on page 16 should be signed and returned to the Church Office in order to confirm the booking.**

## **8. Insurance**

8.1 The church has public liability insurance for all church-related events and other occasional groups if they are using the building up to **three** times per year. All rooms are fully covered for any claims due to negligence on the part of St. John's Church.

8.2 Groups using the building more **than 6** times per year will need to **purchase their own public liability insurance and send a copy to the church office.**

## **9. Disclaimer**

9.1 St. John's, its agents and servants shall not be liable to the hirer or to any person using or entering the church for personal injury or for damage to, loss or theft of any property brought into the church, however it may be caused, unless caused by negligence on the part of St. John's. The hirer shall indemnify St. John's, its officers, agents and servants against all claims made by, and liability to, any person in respect of such damage, loss or theft.

9.2 St. John's does not accept any responsibility for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending a group in the church buildings.

## **10. Parking**

10.1 There is no allocated parking at the Church or the Parish Hall. You may use street parking only but please be courteous of our neighbours.

## **11. Fire and Emergencies**

11.1 Hirers are responsible for calling the Fire Brigade to any outbreak of fire however slight and for reporting this immediately to the Emergency telephone number below.

11.2 Hirers must ensure that all exits, emergency exits and fire appliances are free from obstruction and available for use at all times during the period of use.

11.3 Emergency contact number is; 07843 211673 (Out-of-hours phone).

11.4 All hirers should familiarise themselves with the position of fire extinguishers, blankets and exits, also with the position of the assembly point.

11.5 All leaders of groups should have an emergency plan in case of fire and a drill is advisable occasionally.

11.6 Due to the presence of alcohol wipes and other inflammatory cleaning materials, no naked flames are permitted.

## **12. Clearing away**

12.1 After their event all hirers (regular and occasional) should ensure that the areas are clean and tidy before vacating the premises.

12.2 All rubbish must be collected and taken away by the hirer.

12.3 All tables and kitchen surfaces should be wiped clean. Hirers should ensure all “touched” surfaces such as door handles, furniture are wiped down at the end of the session. Hirers should provide their own cleaning fluids / wipes.

12.4 Tables and chairs should be put away in the correct way.

12.5 Crockery and cutlery used should be cleaned and put away. The microwave, urn and dishwasher should all be left clean and switched off if they have been used.

12.6 All areas must be swept or vacuumed as necessary and spillages should be mopped using blue/yellow mop only. Decorations should be removed at the end of the hire period.



12.7 Toilets and baby change facilities should be checked, taps turned off, toilets flushed if necessary and left in a clean state.

12.8 All windows and internal doors should be closed.

12.9 The building must be left in a secure state with the doors being locked.

### **13. Rights of Access of Church staff**

13.1 The members of St. John's clergy and the staff team and any persons authorised by them shall have the right to enter any part of the building at all times during the period of use.



**The Parochial Church Council of St John’s Meads Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own. You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.**

**In particular this means that:**

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation’s Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults , and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**The Parish Safeguarding Officer for St John’s Meads Church is:**

**Name: ...Rachael Bishop.....**

**E-mail: ...safeguarding@stjm.org.uk.....Tel. No: ...01323 738761.....**

**Declaration**

**I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.**

**Signed ..... Designation .....**



Organisation ..... Date .....

**Please sign two copies, one to be retained by the church, and one by the organisation**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on.....

## Safeguarding Policy

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints **Rachael Bishop** as the Parish Safeguarding Officer

**PARISH OF ST JOHN THE EVANGELIST, MEADS, EASTBOURNE**  
**SAFEGUARDING POLICY STATEMENT, February 2023**

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 a 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 Bishop's 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 SAFEGUARDING OFFICER is:

RACHAEL BISHOP

[office@stjm.org.uk](mailto:office@stjm.org.uk) 01323 738671

Our SAFEGUARDING LEAD RECRUITER is:

SARAH HAMMOND

[parishhall@stjm.org.uk](mailto:parishhall@stjm.org.uk) 01323 738671



They  
01323

can be contacted via the  
738671  
[safeguarding@stjm.org.uk](mailto:safeguarding@stjm.org.uk)



Church Office:

The **DIOCESAN SAFEGUARDING OFFICER** is Colin Perkins:





01273 425030 or 07500 771210

[colin.perkins@chichester.anglican.org](mailto:colin.perkins@chichester.anglican.org)

If you are worried about a vulnerable adult, please **contact ADULT SOCIAL CARE EAST SUSSEX COUNCIL:**

0345 6080191 (08.00-20.00 7 days a week, including bank holidays) or text 07797 878111

Out of hours emergencies: 0345 6080191 and select option 2

Health and Social Care Connect (formerly Social Care Direct)

St Mary's House, 52 St Leonard's Road, Eastbourne, BN21 3UU

Email: [hsc@eastsussex.gov.uk](mailto:hsc@eastsussex.gov.uk)

PARENTS AND CHILDREN SHOULD BE AWARE OF THE FOLLOWING RESOURCES:

**Childline:** [www.childline.org.uk](http://www.childline.org.uk) 0800 1111

**Kidscape** (for help with bullying): [www.kidscape.org.uk](http://www.kidscape.org.uk) Parent Advice Line: 07496 682785  
WhatsApp: 07496 682785

The **DIOCESE OF CHICHESTER** has its own Safeguarding site:

<https://safeguarding.chichester.anglican.org/>

A copy of this Safeguarding document can be found in the cloister of St John's Church, Meads and also on the church website:

[St John's Safeguarding Policy - St John's Church \(stjm.org.uk\)](http://stjm.org.uk)



Booking Form – Please complete both sides and return to the office

<b>EVENT DETAILS</b>		
Event:		
Organisation:		
Date:	Arrival time:	Event Start Time:
Event finish time:	Time you will be cleared up and leaving:	
No of people:	Area/room of use:	
Will you be using the kitchen?		Will you be selling tickets to your event?
Are you a school or charity? If yes, please give details:		
Will the event be open to the public?		
You will be required to complete a risk assessment for you booking. This must be received 3 weeks before the booking.		
If using the church, will you require use of the AV equipment:		
<b>Details of any other requirements/needs:</b> <i>Please note it may be possible for our caretaker to arrange setting up of chairs &amp; tables but this will be at additional cost. Please also include any dates/times you might need access for rehearsals etc: Please give details on any caters/bouncy castle etc that you plan to use</i>		



<b>CONTACT DETAILS</b>			
NAME:			
ADDRESS:			
EMAIL ADDRESS:			
TELEPHONE NUMBER:			
<b>OFFICE USE ONLY</b>			
Decision:	Accepted	Declined	Customer Notified:
Total payment:			
Risk Assessment received and checked:			
Invoice sent:			
Payment received:			
Key card issued:			
Deposit returned:			
Notes:			