



Holy Family Parish Benfleet

with St. Thomas More

The Presbytery
661 High Road
Benfleet
Essex SS7 5SF

Tel: 01268 792082
Office/Fax: 01268 799649

INTRODUCTION

The Parish Priest of Holy Family Parish is keen to see that the premises at the parish are used for the benefit of the parishioners and the local community. This document outlines the policy of our church with regard to letting. It sets out the facilities available, the charges and the responsibilities of the church and the users when the premises are hired.

The use of premises at all times is under the control of the Parish Priest under guidance from the Diocese of Brentwood.

The Sex Discrimination Act 1985 and the Race Relations Act 1976 apply throughout this policy and will be adhered to throughout all stages of our lettings procedures.

Having regard to our duty under the Race Relations Act 1976 (but without prejudice to our duties under the Representation of the People Act 1983) the Parish Priest will not let the church premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.

In deciding whether or not to let our premises the Parish Priest will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

In any event, the Parish Priest reserves the right to refuse any booking without explanation.

We will consider letting to any group able to comply with the terms and conditions outlined in this policy. These terms and conditions are clearly stated in our Conditions of Usage and Booking procedures documents, which will be sent out with all application forms.

The final decision on compliance lies with the Parish Priest.

CONDITION OF BOOKING

1. The use of our premises is permitted by the Parish Priest on the understanding that the following rules are adhered to at all times.
2. Once you, the Hirer, use the church premises, you are automatically bound by all terms and conditions of usage of the premises. The Parish Priest has the right to vary these terms and conditions at any time.
3. The person signing the application form is personally responsible for ensuring that all terms and conditions of our lettings policy are adhered to.
4. The requirements in connection with the issue of licenses for public dancing, music or any public entertainment must be strictly fulfilled. As those licenses lay down stringent regulations, the Hirer must check whether such a licence is required, such as a Special Events Licence.
5. If a hirer is uncertain as to the application of any of the licensing regulations, he/she should obtain further information from the Church Office or from Castle Point Borough Council, Kiln Road, Benfleet. (See also Item 9) A hirer who is organising events for children must have regard for the requirements of The Children Act 1989. (See also Note 15 of the Conditions of Usage.)
6. The Parish Priest will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.
7. The hirer is responsible for informing the Parish Priest, of any person sustaining injury or loss on the church premises during the period of the let. This information must be presented in writing to the Parish Priest within 24 hours of the event. Any further information required by the Parish Priest must be made available on request.
8. Copyright Laws – Holy Family Church holds various copyright licences which may cover the event you are hiring the premises for. It is the Hirer's responsibility to ensure that the appropriate licence is in existence – please contact the Church Office for more information.
 - (a) No musical works in the repertoire of the Performing Right Society may be performed in public on the premises except on payment to the Society of the appropriate fee. Please contact the Church Office if you have any queries regarding this point.
 - (b) No lecture, play, opera, dramatic or musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all necessary fees paid. No performance of any gramophone or other record in which any copyright subsists shall be given on the premises unless the previous consent of the Phonographic Performance Ltd., or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his/her own inquiries as to the existence of any such copyright as aforesaid. Proof of permission to use the piece of work must be shown to the Parish Priest of the church at the time of booking. Please check with the Church Office if you have any queries regarding this point.

- (c) The hirer and the guarantor shall indemnify and keep indemnified the Diocese of Brentwood, the Parish of the Holy Family, or the Parish Priest from and against all costs, claims and demands which may be made against the Diocese, Parish or the Parish Priest for any breach or infringement of copyright.

9. The Parish Priest may cancel any permission granted to use the premises:-

- (a) If it should appear that the same or the church adjacent will be required for Masses, Holydays of Obligation, Funeral Masses or other Service by the Parish Priest or otherwise or by any body or person having a statutory right of user.
- (b) If any damage has been caused to the premises or to any property of the Parish thereon by reason of any previous use of the premises by the person or body now wishing to use the premises.
- (c) If a breach of the requirements of the Castle Point Borough Council's licensing conditions in connection with public dancing, music or other public entertainments occur.
- (d) If, for any reason, the Parish Priest deems it necessary or expedient to cancel the permission.
- (e) If, for any reason, the church and premises is closed, no compensation shall be payable by the Diocese of Brentwood or the Parish of the Holy Family or the Parish Priest, to the hirer or any other person by reason of any such cancellation. Any fees paid to the Parish Priest in respect of a permit which is subsequently cancelled will be refunded unless the cancellation is by reason of damage having been caused.

10. No person under the age of 16 years is permitted on the premises without adequate adult care and supervision.

11. The right of access to all parts of the church and hall premises whether or not included in the permission for user is reserved to the Parish Priest or any officer authorised by him and the hirer shall not obstruct or interfere with this right.

12. No banners, balloons, streamers or the like may be attached to any walls of the premises without the direct permission of the Parish Priest of the church.

13. No staging, curtaining or scenery may be erected without the previous consent in writing of the Parish Priest and any such additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Parish Priest and shall be returned to their original state immediately after usage, at the expense of the hirer.

Where any use involves the erection and/or dismantling of a stage, this will be carried out by the hirer at his/her expense under the supervision of a representative of the Parish Priest.

All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the church premises nor taken

away while a church service is in session except with the express permission of the Parish Priest.

14. Furniture, including chairs, must not be removed from the church or hall premises for use on the terrace or in the gardens or car park unless prior permission has been applied for and granted by the Parish Priest.

15. It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.

BOOKING TIMES

1. **There will be no access to the premises before the commencement of the hire period.** Hirers must allow sufficient time for preparation before the event when booking the time of the let.

2. **Hirers must have left the premises by the end of the booked period.** Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.

3. Availability of premises is negotiable. Please contact the church to find out the current hours of access.

CANCELLATIONS

1. The Parish Priest must be notified of any cancellation at least 4 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.

2. Where notification is given to the Parish Priest at least 28 days prior to the date of the let, the deposit will be refunded in full apart from any set administration charge. Your custom will be welcomed again at any time in the future.

3. Where notification is given to the church between 14 - 28 days prior to the arranged date of the let, the hirer will be entitled to a 50% refund only.

4. Where notification of cancellation is given less than 14 days prior to the arranged date of the let, the hirer will not be entitled to any refund.

5. Where a cancellation is made by the Parish Priest of the church, the hirer will be entitled to a full refund. The Parish Priest will endeavour to notify the hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the hirer, the hirer will not be entitled to any compensation.

CONDITIONS OF USAGE

1. The authorised hirer is responsible for those attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.
2. Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.
3. No alcoholic drinks may be sold without a magistrate's license, and this must be shown in advance to the Parish Priest or his representative. (Please check with the church office if you have a query over this)
4. The hirer is responsible for the protection of the premises from damage, for the good behaviour of all associated users, and ensuring that alcoholic drinks, where permitted, are consumed in moderation when brought onto the premises for a function.
5. The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
- 6. No posters, banners, streamers or similar may be attached to any wall surface without permission. No confetti, rice or streamers are to be thrown on the premises, inside or out.**
7. Only adults preparing food are permitted access to the kitchen.
8. The church's No Smoking Policy must be adhered to at all times.
9. Where deposits have been paid for a function, the hirer is advised that cheques will be banked.
10. The hirer will adhere to all aspects of our lettings policy at all times through the procedure of applying for and accepting a let on our premises.
11. All children will be supervised at all times by their carers. In the case of children's parties we would inform you of the recommended ratio of adults to children is 1 adult to 6 children. More specifically the recommended ratio is as follows:- 0 to 2 years – 1 adult to 3 children; 2 to 3 years – 1:4; 3 to 8 years – 1:8; and over the age of 8 it should be 1:8 and then 1 adult to every further twelve children.
12. The hirer's signature on the application form confirms his/her agreement of the above conditions of booking and all other aspects of our church Lettings Policy.
13. The hirer will adhere to all Health and Safety requirements as required by the church.
14. No stiletto heels, roller skates or similar are allowed in the hall area.
15. No food or drink is allowed in any area except the hall or kitchen, unless prior written permission has been granted.
16. No advertising may be placed in any area of the church or hall premises without the direct permission of the Parish Priest of the church.

Table 1 - January 08

**SCALE OF CHARGES FOR LETTINGS – HOURLY(unless otherwise stated)
PLEASE ALLOW TIME FOR SETTING UP AND CLEARING AWAY IN YOUR CALCULATIONS**

HF = Holy Family SJB = St. John Bosco STM = St. Thomas More	DAYTIME** (8.00am - 6.00pm)			EVENINGS** (6.00pm - 11.00pm)			WEEKENDS** plus Bank Holidays and 31 st Jan (from 6pm Fri to 11pm on Sunday)		
	Price Group A	Price Group B	Price Group C	Price Group A	Price Group B	Price Group C	Price Group A	Price Group B	Price Group C
ST JOHN BOSCO HALL	POA	£7.50	£9.50	POA	£7.50	£9.50	POA	£12.50	£12.50
ST THOMAS MORE HALL	POA	£7.50	£9.50	POA	£7.50	£9.50	POA	£12.50	£12.50
MEETING ROOM - HF	POA	£2.50	£3.00	POA	£2.50	£3.00	POA	£2.50	£3.00
MEETING ROOM - STM	POA	£2.50	£3.00	POA	£2.50	£3.00	POA	£2.50	£3.00
KITCHEN—Used for preparation of Cold Food and teas/coffees (per session)	0	£5	£5	0	£5	£5	0	£5 For hire period.	£5 For hire period
KITCHEN – Used for preparation of Hot food and teas/coffees (per session)								£10 For hire period	£10 For hire period
RETURNABLE DEPOSIT (cheques will be banked)	0	£100	£100	0	£100	£100	0	£100	£100
CHURCH – Holy Family*	By personal application to the Parish Priest – conditions and restrictions in operation.								
CHURCH – STM*	By personal application to the Parish Priest – conditions and restrictions in operation.								
Storage – STM	Prices under review - please contact the representative of the Parish Priest.								
Storage – SJB & HF	Not available at present.								
ADMINISTRATION	A charge of £2 will be applied for any changes to the booking.								

***Conditions apply**

****Restrictions apply. For instance, halls and meeting rooms cannot be hired if there is a Mass or Service in the church. This will affect Saturday evening lettings especially. e.g. hall must not be used during 5pm and 7.30pm. Hall can be rented before 5pm for setting up if necessary. On Saturday evenings halls may be booked until 11.30pm. (Therefore events on Saturday evening must finish at 11pm – the time to 11.30pm to be used for clearing up only.)**

PRICE GROUPS: A – Parish Groups. B – Non profit making Groups/Clubs using the hall or meeting room on a regular basis for their meetings. C – All other users.

FREE - When the Meeting Rooms or Halls are used for Catechesis or Sacramental instruction or as designated by the Parish Priest.

FREE - Groups/Individuals organising events for the Holy Family Church, the St. Thomas More Church, and the St. John Bosco Hall Fund or for the St. Thomas More Hall.

PLEASE NOTE – Bank Holiday and New Year’s Eve party bookings will incur weekend prices.

BOOKING PROCEDURES

1. Applicants should first check the availability of the hall by telephoning the numbers shown below. Then applicants should fill in an application form and letter and return to the church office.
2. The person signing the application form (then known as “the Hirer”) is responsible for all aspects of the let.
3. **By signing the letter the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our church’s lettings policy.**
4. A signed application does not guarantee the booking will be granted.
5. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and an invoice to cover the cost of the let and any additional returnable deposit required. The deposit should be paid within three days of receipt of this invoice. Cheques should be made payable to Holy Family Church.
6. The hirer should then pay the remainder of the invoice, in full, two months prior to the date of the let. This will then confirm the booking agreement. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void. Deposits will be banked and a cheque issued after the period of the let and after inspection of the premises.
7. Any requests for amendments to the booking must take place at least 14 days prior to the date of the let. Where amendments are agreed, an additional administration charge of £2.00. will be payable. The hirer must not presume that any amendment will automatically be agreed. Confirmation of any amendments will be sent to the hirer in writing.

The Church Office is situated at:-

Holy Family Church,
661 High Road,
Benfleet,
SS7 1NP

01268 799649 email: office@holyfamily-church.org

To let St. John Bosco Hall, Holy Family Church and Holy Family Meeting Room please telephone 01268 799649.

To let St. Thomas More Hall, St. Thomas More Church or St. Thomas More Meeting Room please telephone 01268 752447.

APPLICATION FORM FOR THE USE OF CHURCH PREMISES

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our lettings policy are adhered to at all times.

ACCOMMODATION REQUIRED	TIME FROM TO	DATE	TOTAL HOURS	COST PER HOUR	TOTAL COST
St John Bosco Hall					
Holy Family Meeting Room					
St Thomas More Hall					
St Thomas More Meeting Room					
Kitchen—cold food/hot drinks	£5 for the duration of the let. (no charge at St. Thomas More Hall)				
Kitchen—hot food/hot drinks	£10 for the duration of the let. (no charge at St. Thomas More Hall)				
RETURNABLE DEPOSIT (cheques will be banked)					£100.00
TOTAL COST					
Name of Applicant and/or Organisation					
Nature and object of function/meeting					
Will you be supplying alcohol?					
Will people bring their own alcohol?					
Do you intend to use any of the following: DJ/Band/Entertainer (e.g. magician) Please state.					
Will any copyright material be used?					
Estimated number of people to be present Adults: _____ Children under 16: _____					
Estimated number of children under 8 years to be present:					
Will all persons be members of the Organisation? (if applicable)					
Will charges be made, if so how much and what for?					
To what purpose will any proceeds be donated?					
Cheques should be made payable to Holy Family Church					

FOR OFFICE USE ONLY :	£	
Cancellation costs		
Additional administration (amendments)		
PERMIT NO.	INVOICE SENT	PAYMENT RECEIVED

APPLICATION LETTER

To the Parish Priest of Holy Family Church with St. Thomas More

I _____
(please print)

being over the age of 18 years, hereby apply for permission to use the church premises as stated on the application form. I understand that if permission is granted, it will be subject to all conditions of usage within the church's letting policy. I have read the lettings policy and understand that the permission to use the church premises will only be effective provided the conditions and regulations stated in the church's letting policy are adhered to.

I hereby agree to follow all conditions of the church's letting policy should permission be granted to use the church premises.

Signature of Applicant (Mr, Ms, Mrs, Miss)

Parishioner: Yes/No

I understand it is my responsibility to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. I must also ensure that my guests leave the premises at the time agreed.

Address _____

Telephone No. Home _____ Mobile _____

Date _____

PLEASE RETURN THIS LETTER PLUS THE APPLICATION FORM TO THE

Church Office,
661 High Road,
Benfleet,
Essex, SS7 1SF

office/fax: 01268 799649
email: office@holyfamily-church.org