

Document Control

Document Title	St Elwyn's Church Hall – Lettings Policy
Version	1.0
Status	Approved
Author	St Elwyn's PCC
Approval Body	Parochial Church Council (PCC)
Date Approved	19/05/2026
Review Frequency	Annually (or sooner if required)
Next Review Due	19/05/2027
Supersedes	New document
Document Owner	PCC Churchwardens / Hall Management Lead
Distribution	Booking Secretary, PCC, Hirers

1. Introduction

St Elwyn's Church Hall exists to serve the community of Hayle and surrounding areas. The PCC welcomes bookings from individuals, community groups, charities, and organisations whose activities are compatible with the ethos and values of the Church.

This Lettings Policy sets out the conditions under which the Hall may be hired. All hirers must read this policy and sign the Hire Agreement before their booking is confirmed.

2. Booking Process

- All bookings must be made through the **Booking Secretary**.
- Provisional bookings will be held for a limited time and confirmed only when:
 - The **Hire Agreement** is signed
 - A **Risk Assessment** is submitted
 - Payment and any required deposit are received
- The PCC reserves the right to refuse bookings that conflict with Church values, safeguarding requirements, or operational needs.

3. Hire Charges

- Hire charges are set by the PCC and reviewed annually.
- Charges may vary depending on the type of event, duration, and facilities required.
- Additional fees may apply for:
 - Extended use beyond agreed times
 - Damage or breakages
 - Additional cleaning
 - Call-outs due to misuse of alarms or equipment

A full breakdown of charges is available on request.

4. Payments & Deposits

- Payment must be made **in advance** unless otherwise agreed in writing.
- A **refundable security/damage deposit** may be required.
- Deposits will be returned after inspection, provided:
 - No damage has occurred
 - The Hall is left clean and tidy
 - All rubbish and recycling have been removed
 - No additional costs have been incurred

Failure to comply may result in deductions or full loss of deposit.

5. Conditions of Use

Hirers must:

- Use the Hall only for the purpose stated in the Hire Agreement
- Not sub-let the premises
- Ensure all activities are lawful and respectful of the Church's values
- Leave the Hall clean, tidy, and ready for the next users
- Remove **all rubbish, recycling, and food waste**
- Ensure noise is kept to a reasonable level
- Respect neighbours and the surrounding area
- Follow all instructions given by PCC representatives

The PCC reserves the right to terminate a booking if these conditions are breached.

6. Safeguarding

The PCC is committed to safeguarding children, young people, and vulnerable adults.

If a booking involves any of these groups, the Hirer must:

- Provide their own **Safeguarding Policy or Statement**
- Ensure all staff/volunteers are appropriately vetted (e.g., DBS checks)
- Provide adequate supervision at all times
- Ensure no child or vulnerable adult is left alone with an unchecked adult
- Understand that the PCC's safeguarding policy does **not** extend to external hirers

The PCC may request sight of safeguarding documentation and may refuse or cancel bookings if safeguarding arrangements are inadequate.

7. Health & Safety

Hirers are responsible for the safety of all attendees during their booking.

They must:

- Keep all **fire exits** clear
- Familiarise themselves with fire procedures and assembly points
- Ensure all electrical equipment brought in is safe and PAT tested
- Provide adequate supervision for all attendees
- Follow food hygiene standards if preparing or serving food
- Report any accidents, injuries, or near-misses within 24 hours
- Not interfere with fire safety equipment

The fuse box is located **beside the rear entrance door inside the Hall.**

8. Alcohol Policy & Licensing

St Elwyn's Church Hall is committed to ensuring that any use of alcohol on the premises is safe, lawful, and respectful of the Church's values. The following conditions apply to all hirers:

8.1 Consumption of Alcohol

- Alcohol may be consumed on the premises only with prior permission from the PCC.
- The Hirer is responsible for ensuring that alcohol is consumed responsibly and that no under-18s are served or allowed access to alcoholic drinks.

8.2 Sale of Alcohol

If the Hirer intends to sell alcohol, or if alcohol is included in the ticket price for an event, the Hirer must:

- Obtain a Temporary Event Notice (TEN) from Cornwall Council
- Provide the PCC with a copy of the approved TEN at least 7 days before the event
- Ensure that all conditions attached to the TEN are followed
- Ensure that a responsible, competent person is present to oversee alcohol sales

The PCC reserves the right to refuse permission for alcohol sales if it believes the event is unsuitable or poses a risk to the building, attendees, or the Church's reputation.

8.3 No Licence Provided by the PCC

- St Elwyn's Church Hall does not hold a premises licence for the sale of alcohol.
- The responsibility for obtaining a TEN lies entirely with the Hirer.
- The PCC cannot apply for a TEN on behalf of the Hirer.

8.4 Behaviour & Safety

The Hirer must ensure that:

- Alcohol consumption does not lead to disorderly, unsafe, or disruptive behaviour
- Attendees do not leave the premises with open containers of alcohol
- No alcohol is supplied to anyone who is intoxicated
- The event complies with all safeguarding requirements, especially where children or vulnerable adults are present

The PCC may terminate a booking immediately if alcohol use becomes unsafe or inappropriate.

8.5 Insurance & Liability

- The Hirer is responsible for ensuring they have adequate insurance to cover any risks associated with serving or selling alcohol.
- The PCC accepts no liability for incidents arising from alcohol consumption or sales during the hire period.

9. Insurance

- Hirers must ensure they have appropriate **public liability insurance** for their event or activity.
- The PCC accepts no liability for loss, damage, or injury arising from the Hirer's activities or equipment.

10. Access & Security

- Access arrangements will be agreed with the Booking Secretary.
- Hirers are responsible for the security of the building during their hire period.
- All doors and windows must be checked and secured before leaving.
- Keys must be returned as agreed.

11. Cancellations

- The PCC may cancel bookings due to:
 - Funerals
 - Emergencies
 - Building issues
 - Events of force majeure
- Where possible, reasonable notice will be given.
- Hirers may cancel with **at least 7 days' notice** unless otherwise agreed.
- Refunds are at the discretion of the PCC.

12. Data Protection

Personal information provided for bookings will be used solely for managing hall hire and stored securely in accordance with data protection legislation.

13. Review

This policy will be reviewed annually by the PCC or sooner if required.