



St John-at-Hackney
Parish Office
St John-at-Hackney Church
Lower Clapton Road, London E5 0PD
Tel: 020 8985 5374 Ext: 221
admin@stjohnathackney.org.uk

Policy on hiring of the Church for events

St John-at-Hackney is an accessible, ethnically and socially diverse community which aims to serve the Kingdom of God in the Spirit of Jesus.

In relation to those wishing to hire the space in our Church for worship we welcome all Churches who are affiliated to the Council of Churches of England and Ireland. Any decision to permit access to the spaces within our Church to those not so affiliated will be at the discretion of the Rector and Churchwardens.

Anyone wishing to hire the Church or parts of the Church for non-worship events will be expected to share a broadly Christian ethos, and any decision will again be at the discretion of the Rector and Churchwardens. Organisers of any event involving children and young people must comply with the House of Bishops Child Protection Policy for the Church of England, which can be viewed at

<http://www.cofe.anglican.org/info/papers/protectingchildren.pdf>

The parish of St John at Hackney regards the safe care and protection of children as of the utmost importance. Groups that hire or use church premises are expected to share this concern and make appropriate provision for the protection of children within their care. (Hiring organisation) confirms that it is familiar with the Home Office Guidelines 'Safe from Harm and undertakes to follow their recommendations in relation to their work with children and young people.'

At Appendix A is a proforma for the hiring of any part of the Church with terms and conditions based on those advised by the Church of England.

Hugo Deadman and Peter Ottino Churchwardens November 2008

Appendix A

Hiring Agreement for all or any part of St John-at-Hackney Church

THIS AGREEMENT is made on day of 20

BETWEEN THE PAROCHIAL CHURCH COUNCIL OF ST JOHN-AT-HACKNEY

(The PCC) and the person(s) or body named below (the Hirer) whereby in

consideration of the sum(s) mentioned in paragraph 4 below:

A. **The PCC agrees** to permit the Hirer to use the premises or part(s) of the premises designated in paragraph 3 for the purposes and period(s) and at the hiring fee specified below:

1. Purpose of Hiring

2. Period of Hiring Date(s)

.....

Hours from..... to

3. Description of room(s) and facilities to be hired

.....
.....

4. Hiring Fee £.....

Less deposit received £.....

Balance £.....

Payable on or before

5. The PCC's authorised representative

.....

Address

Telephone number

B. THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Conditions of Hire for the time being in force and as annexed hereto and in such rules (if any) governing the use of the premises (the Rules) and as the PCC may for the time being impose and of which the Hirer has been notified.

6. Hirer

.....

Organisation (if applicable)

Address

Telephone number

Appendix B

Standard Conditions of Hire

1. THE HIRER shall pay as a deposit at least one third of the cost of the booking. Such deposit shall only be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.

2. THE HIRER shall pay the balance of fees due before the conclusion of the booking, as may be directed by the PCC. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded.

3. THE HIRER shall ensure that the Rules governing the use of the premises are complied with.

4. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking

arrangements so as to avoid obstruction of the highway and any encroachment whatsoever on the grass verges, lawns or flower beds of the churchyard. The Hirer shall be responsible for ensuring that the peace of the surrounding residential area is respected, and that litter is disposed of using the waste skip beside the southeast entrance to the Church.

5. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.

6. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lie against the Hirer or his/her organisation whilst using the premises.

7. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise, having particular regard to the designation of the entire Churchyard as an Alcohol-Free Zone.

8. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

9. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage

done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.

10. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.

11. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.

AS WITNESS the hands of the parties hereto

SIGNED by the person named in paragraph 5 of the hiring agreement, on behalf of the PCC.

.....

Date

SIGNED by the person named in paragraph 6 of the hiring agreement, on behalf of the Hirer.

.....

Date