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## 1. Welcome

Here at St Andrew's Church we have lots of space and great facilities. In this guide you will find information to help with your booking, as well as terms and conditions of the use of our premises and facilities. They are for your benefit, information and safety, and must be adhered to as part of the hire agreement.

## 2. Our vision for our building

The premises are for the use of groups from St Andrew's Church and the promotion of Christian activity and education generally, together with other uses for physical, social, moral and spiritual benefit to the local community, as well as for community use.

## 3. Facilities

St Andrew's Church provides excellent facilities, perfect for hosting meetings, events, and children's parties. We already have a wide variety of groups who use the church on a regular basis. For your convenience, we have foldaway tables and chairs available, and a full catering kitchen can be rented for your function.

The premises are easily accessible as they are suitable for wheelchair users, with accessible toilets for men and women also provided within the building. Should you have any specific requirements, please be sure to speak to the church office. Please note, for the safety and care of our facilities, no ball games are permitted.

## 4. Making a Booking

a. **Submit Your Request:** Please complete our online application form. You can request a link to this form by calling the office or by visiting **[www.standrewshw.co.uk/bookings](http://www.standrewshw.co.uk/bookings)**.

b. **Initial Review:** Once we receive your completed application, we will contact you within 7 working days to confirm the initial details and discuss availability.

c. **Deposit Payment:** If the church is able to accept your booking, a deposit of **50% of the total booking fee** will be requested. The minimum deposit payable is **£25**.

**Please Note:** We host many regular activities at the church, and these take priority over external or one-off bookings.

## 5. Successful bookings

Each decision is considered on its own merits. The decision of St Andrews Church is final and no reasons need be given for acceptance or rejection of any application. St Andrew's Church have absolute discretion to accept or refuse any application for hiring the premises and may cancel or revoke any such application at any time without explanation. St Andrew's Church representatives shall have free access to the premises at any time during the hiring. Please note, we only take bookings for children's parties up to the age of 11.

## 6. Withdrawal of permission

When an application has been granted for a regular, or series, use of the facilities, the permission is subject to withdrawal if the user fails to keep to the terms and conditions. The Church reserves the right to prohibit the use of any of the facilities at any time if, in its opinion, the facilities are unfit for use.

## 7. Regular bookings

We are pleased to accept regular bookings and are happy to discuss an appropriate **discount** with you.

The agreement for a regular booking run for a **minimum of one year**.

### Continuation and Termination

- **Payment in Advance:** When confirming a regular booking, St Andrew's Church requires **one month's payment in advance**.
- **Notice of Termination:** If the hirer decides to end the booking, **one month's notice** is required.
- **Withdrawal by Church:** St Andrew's Church will also provide the hirer with **one month's notice** if we need to withdraw your booking.
- **Responsibility to Inform:** It is the hirer's responsibility to contact the church office to inform them if the booking is no longer required. If we do not receive notice, we will assume your booking will continue as normal.

## 8. Public Liability Insurance

The church does not have public liability insurance against claims of personal liability or damage caused through negligence during a hiring event. We recommend that you obtain such insurance before using these premises. Organisations will probably have such insurance already and individuals may be covered under their household insurance.

Regular bookings will require their own public liability insurance, which will need to be shown to the church office when applying for the booking.

Furthermore, organisations are responsible for conducting their own **Risk Assessments** before using the premises. A template Risk Assessment form can be obtained from the Church Office.

## 9. Hirer's responsibility

Hirings can only be considered from people who are at least 21 years old. The person making the booking is expected to be responsible for all negotiations and arrangements with the church. Hirers are responsible for people entering and leaving the premises during their booking.

**Drinks are not permitted in the worship area.**

The hirer or their representative (named on the booking form/hall hire agreement) must be present throughout the booking. The hirer will not use the premises for any purpose other than stated on their booking form/agreement.

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them. Any accidents which do result in an injury must be reported to the church office within 24 hours of the event.

## **10. Changes and Cancellations**

You must inform the office of any changes to your booking details as soon as possible, and at least **3 days** before your event. Final details and timings need to be confirmed with the church office no less than **7 days** before the event. If you wish to cancel your booking, you will receive a refund of half the hire fee if you give at least **3 weeks' written notice** to the church office. Please note, the office is staffed on weekdays from 9.30 a.m. to 4.00 p.m.

## **11. Cost**

All bookings must be paid in full before the event. **A damage deposit of £100 in addition to the full hire fee** is payable 24 hours before your event (or on Friday if the event is on a Sunday). This deposit will be returned after the hire if no additional charges are made to cover damage, breakage or special cleaning, and provided the keys are returned to the Church Office.

Regular hirers hiring the hall under an annual Agreement will be invoiced monthly and the charges will be listed in that Agreement. Payment within 14 days is requested.

## **12. Keys**

Keys must be signed for on collection from the church office (before 1pm on the morning of the hiring, or in the case of weekend bookings – on the Friday morning) and are the responsibility of the hirer. Any loss must be reported in the first instance to the emergency contacts named on the last page or the church office, and a charge for replacement keys/locks will be made.

Keys will be collected by the caretaker at the end of your booking. Non-return will result in forfeit of the £100 deposit. Regular users who are issued with their own key will be required to pay a deposit of £15 for their key.

## **Your responsibilities during your booking**

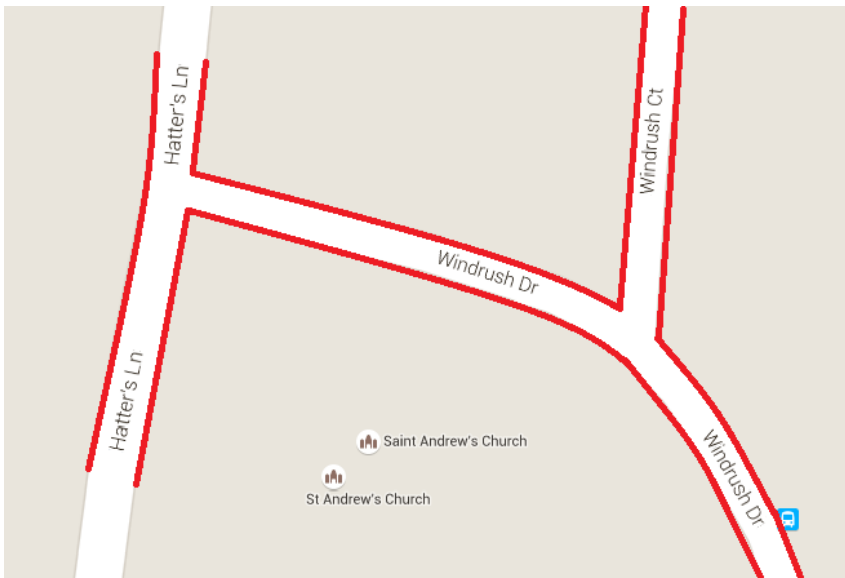
## **13. Neighbours and noise**

St Andrew's is committed to always maintaining considerate behaviour towards our neighbours. As the hirer, you are responsible for ensuring that all people using the premises behave in an **orderly and considerate manner**. This includes actively controlling **noise levels**, both within the building and outside, throughout the duration of your booking.

## **14. Car Parking**

There is parking in our church car park. We have approximately 30 parking spaces, of which 6 are marked as disabled bays. Please use this car park in preference to parking on the street. The church operates a positive "considerate parking" policy towards its neighbours and seeks the co-operation of users in promoting this to people likely to be attending functions. If you are found to be parking inconsiderately then you may lose your deposit and risk being unable to book our premises in the future. If you require additional parking please discuss with the

church office. We can make arrangements with High Crest School. You will see on the map below the areas highlighted in red where we would advise you avoid parking. This is particularly due to narrow roads, resident car parking, neighbours drives, and access for buses, dustbin lorries and emergency vehicles.



## **15. Alcohol & Gambling**

The premises are not licensed. If alcohol is to be consumed during the hire, the hirer is responsible for obtaining any necessary licence. Without the relevant licence alcoholic drinks may **not** be sold or purchased; neither may a "donation" be offered or accepted. Alcohol may be served only to guests for moderate consumption within the confines of the buildings. Proposed use of alcoholic drinks must be indicated on the "Application for Use" form in order that the granting of specific prior approval may be considered. For more information on licensing go to [www.wycombe.gov.uk](http://www.wycombe.gov.uk). Gambling is not permitted in any part of the building.

## **16. Telephones**

There is no public telephone in the building. It is useful to have a mobile phone available within your group.

## **17. Disabled access**

Wheelchair access to the church building is possible and there are toilet facilities for wheelchair users. There is not disabled access for St Andrew's House.

## **18. Music and Audio Visual Equipment**

All music must stop at 11.00pm. Please be sensitive to our neighbours with regard to volume. Musical or AV equipment must only be used if permission has been given as part of your booking. The AV desk is only to be used by an authorised person from the church. If you require AV please indicate this on your booking form so we can discuss your requirements and charges. Please be aware that your booking fee does not include the use of any musical or AV equipment and this will be charged separately.

## **19. Damages**

The hirer, during the period of hire shall be responsible for supervision and security on the premises, protection of fabric and contents from damage. If any damage is done to the

premises or equipment during your occupancy, please report it to the office. Please be aware that the blue sound proof boards on the walls in the Hickman Hall are expensive to replace, so please ensure they are looked after.

The hirer shall pay for any damage or breakage to fixtures and fittings on the premises during their hire period. This includes all entrances, grounds and car park. No decorations or other material should be fixed to the walls, ceiling or doors without the express permission of St Andrew's Church office.

## **Health and Safety**

**Our Health and Safety Policy are available on our website. Please ensure you read this. All hirers are required to confirm in writing that they have read the policy and agree to adhere to the principles within it.**

### **20. Limits on numbers**

In the interest of safety, there are restrictions on the numbers permitted at different types of functions in the various parts of the building. The nature of the function requires, therefore, full disclosure on the application form at the time of booking. Failure in declaration may leave the event open to cancellation or abandonment at any time at the discretion of St Andrews.

### **21. Safeguarding**

**You are required to ensure that children 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 Safeguarding Policy for 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 Children/Safeguarding Vulnerable Adults policy, and review and update it annually
- you will recruit safely all current paid and voluntary workers who work in regulated activity with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where available, 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/adults who may be vulnerable, 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 children of any age
- no child or group of children or young people should be left unattended at any time
- a register of children or vulnerable adults attending the activity will be kept. This will include details of their name, address, 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.

## 22. Electrical appliances

No electrical appliance or outlet may be altered, modified or tampered with in any way. All electrical appliances brought into the building must be PAT tested (contact details of recognised electrician can be given on application to the Church Office). Portable gas appliances or other equipment involving the use of a naked flame is not permitted.

## 23. First Aid

A First Aid Kit is available in the kitchens of the church and St Andrew's House, the Hickman Hall servery and the church office. Hirers are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case, before the premises are vacated by the hirers after the event. A book is provided for this purpose and this is located with the First Aid kits.

## 24. Fire

Fire Exits and exit routes are signed. At the beginning of each event please ensure that all occupants identify the exit routes in the event of fire. No inflammable solvents or other hazardous materials or equipment may be used on the premises. No smoke machines are allowed to be used (e.g. during disco's) as these will set off the smoke alarms.

The hirer is responsible for safety and security during the hire and must ensure all exits are kept clear. The fire brigade must be called to any outbreak of fire however slight, and the incident reported to the emergency contact (on the back page). **Please familiarise yourself with where extinguishers, fire blankets and exits are before your event.** Please be aware that there are stairs from the fire exit at the end of the Hickman Hall up to the car park, as well as stairs from the fire exit in the worship area next to stage down to St Andrew's House Garden. If the hall or worship area need evacuating via these doors then people with restricted mobility will need to be assisted to safety.

## 25. Food Hygiene

When hiring the kitchen it is the Hirers responsibility to ensure that persons are covered by and comply with the food safety standards when using the kitchen. If the dishwasher is used, careful note must be made regarding its correct operation.

### **At the end of your booking**

You will be provided with a checklist to ensure the premises are left as you found them. This includes:

## 26. Waste and rubbish disposal

***You will need to provide your own rubbish sacks.*** Food waste and all other rubbish should be placed securely in plastic sacks and **removed from the premises at the end of the function.**

**Please note** that St Andrew's Church does **not** have a facility to remove your rubbish for you. Church dustbins should not be used as these will fill quickly & the council will not remove extra rubbish sacks. Thank you for your co-operation in this matter.

## 27. Cleaning and set up

The premises should be clean and tidy when you arrive (if this is not the case please contact the church office). Please ensure they are clean when you leave. Cleaning equipment is available:

Church – Upstairs	Cupboard by the Hingston Room
Hickman Hall	Cupboard next to the ladies toilets
St Andrews House	Cupboard under the stairs

## **28. Loss of Property**

St Andrew's Church cannot accept responsibility for loss or damage to personal property on the premises. However, lost property will be held at the Hirer's risk by the Church Office for a period of two weeks after the end of a booked event and can be claimed within this period, after which it may be disposed of.

## **29. Suitability of Building and licence**

The Hirer shall be responsible for ensuring that the premises are suitable for the intended use and for obtaining any licences or permissions required and paying any fees or royalties due in connection with the event.

## **30. Films, Photographs, Videos**

The Hirer shall inform St Andrew's Church in writing of the title and content of any films or videos to be shown in the premises no later than 2 weeks before the event.

St Andrew's Church reserves the right to prohibit at any time before or after the event has started the showing of any film or video or the display of any photograph in the premises. No commercial photography is permitted without the permission of St Andrew's Church.

## **Emergency contact – Please keep these numbers with you at time of hire**

Bob Cook– Maintenance Manager – 07488 279 296  
 Luke Scott – Church Warden - 07415 677 640  
 Sharon James – Church Warden – 07772 534 190

THANK YOU FOR TAKING THE TIME TO READ THIS INFORMATION. DESPITE ALL THESE (NECESSARY) RULES AND REGULATIONS, WE HOPE YOU ENJOY YOUR EVENT HERE AND FIND THE CHURCH TO BE WELCOMING!