



UPPER ANNANDALE PARISH CHURCH
CHURCH AND HALL CONDITIONS OF HIRE

The purpose of any booking shall not conflict with the values and objectives of Upper Annandale Parish Church (UAPC). UAPC reserves the right to appraise any letting or refuse an application for hire. Any deposit paid will not be refunded where false information is given regarding the nature of the hire and where any of the stated conditions of hire are not met as a result.

Letting agreements are not transferable, and the hirer shall not sub-let any part of the premises.

Member(s) of UAPC's caretaking staff will prepare the hall/church for use and to their best endeavours ensure that the premises has adequate lighting and heating and make furniture and other required and approved equipment available. Caretaking staff are volunteers and are not authorised to undertake any other duties in connection with the letting.

UAPC Hall Letting Group members or their representative shall have the right to be admitted to the hall at any time.

COSTS/PAYMENT (from 1st September 2024)

Church: half day and full day lets only

Half Day.....£300 Full day.....£500

Half day = 4 hour intervals 9am – 1pm; 1pm-5pm, for evenings no later than 11pm.
A full day is considered 9am-5pm.

Hall: £20 per hour (5% discount for hires of more than 20 hours per month will be applied)

25% discount for Church members

If venue is hired over multiple, consecutive days, then a 5% discount will be applied.

Wedding services in church£300 (details in discussion with Rev Elsie Macrae)

Funeral Charges and Ancillary media costs.....

- Funeral service £200
 - Photo tribute (30photos max) £40
 - Music download £20
 - Livestream £80
 - Funeral service plus use of church for the funeral tea and reception (excluding catering supply and services) £300
-
- Full day and half day hire is available along with hourly hire for hall for one-off or regular, scheduled events (weekly, monthly etc).
 - Premises are only available to the hirer for the hours booked (which must include any time required for preparation and clearing up) and must be vacated by the end of the agreed period of let. If the hirer is late leaving the premises, UAPC may apply a late leaving charge for every hour or part thereof past the agreed finishing time. Additional time for preparation may be available by prior arrangement and subject to hourly charge rate.
 - 50% of the hire charge is payable at the time of booking (non-refundable deposit).
 - Balance is payable 3 weeks before the date of hire. Any cancellation of bookings within the last 7 days prior to the booking will be charged at full rate. No letting shall take effect without full payment to the church treasurer (excluding regular bookings).
 - Cancellations for bookings must be made by contacting bookings@uapc.co.uk and will be acknowledged by return from the UAPC Hall letting group . No verbal cancellations or other variations can be accepted.

- Payment by bank transfer is preferable. Cash payments only with prior arrangement when no facility for bank transfer.
- An additional returnable housekeeping/damage deposit of £200 may be required for some events, payable 3 weeks before the date of hire. This will be returned after the letting, less any costs or charges.
- The kitchen/servery may be requested at no additional charge if needed. The hirer must provide their own tea, coffee, milk etc.
- Hirers must be at least 18 years of age and will be responsible for meeting all the stated conditions of hire.
- **Regular Hirers:** for regular bookings hirers will pay monthly and in arrears. A 5% discount will be applied to the hourly hire fee for any hires of more than 20 hours per month. UAPC must receive written or email notification at least 24 hours in advance of any dates when they do not require a letting.

HIRER RESPONSIBILITY

UAPC is a historic building and a valuable part of the community. We would ask that all premises hired and all equipment, fixtures and fittings therein are treated with respect. Use of any equipment must only be with permission and as instructed.

A few rules:

- No fixings to the building fabric without prior and specific request.
- Equipment used by the hirer, including but not exclusive to lighting, sound equipment, bouncy castles and other play equipment must be highlighted to the Hall Letting Group at the time of booking and be in safe working order.
- The Hirer agrees that any third party provider, contractor, etc involved by the hirer in the let is bound by the terms of this contract in the same manner as the Hirer, who is responsible for the third party's compliance and any associated indemnity insurance.
- No copyright work shall be performed in the premises without the consent of the copyright holder.
- Smoking/vaping is not permitted anywhere in the UAPC buildings, halls or grounds.
- No fireworks or pyrotechnics of any kind are to be used within UAPC premises or grounds.
- Candles must be placed in a protective container with the flame lower than the height of the container.

- The only animals allowed on the premises for more than one hour in a day are registered assistance animals.
- Bookings cannot be accepted from political parties or for any purpose deemed by UAPC Hall Letting Group to be in conflict with the church's values or objectives.
- UAPC has neighbours, therefore we cannot permit the playing of excessively loud music within the church buildings or grounds.
- Any gambling shall be limited to small lotteries or raffles or "roll-a-coin" or "guess-the-weight-of-the-cake" type games at fund-raising functions, usually for donated prizes, and subject to the following rules:
 - a) The only expenses that can be deducted in connection with lottery prizes are those of printing tickets, and of purchasing prizes.
 - b) The sum expended on prizes must not exceed £50.
 - c) None of the prizes may be cash prizes.
 - d) The sale of tickets or chances in the lottery and the announcement of the results must take place during the course of the event. The lottery must not be a substantial inducement for persons to attend the event.
- The use of gaming machines is not permitted.
- No ball games permitted in the church, soft ball games are permitted in the hall.
- The hirer is not permitted to sell or facilitate the sale of Alcohol within the church premises or grounds.
- The hirer is responsible for:
 - a) the conduct of all persons admitted into the church/hall during the period of let.
 - b) any damage to the church/hall arising directly or indirectly from the let, and the resulting costs of replacement or reinstatement.
 - c) the results of any drunkenness or disorderly conduct.
 - d) consequential losses arising from any of the above.

IMPORTANT ADDITIONAL INFORMATION

Anyone who hires part of the premises on more than four occasions in any one year shall take out public liability insurance with a reputable insurance office giving minimum cover of £1,000,000 for any one claim, or such higher sum as UAPC may from time to time specify, and shall produce proof of such insurance to UAPC upon request. The hirer shall indemnify UAPC against costs, claims, actions and expenses in respect of injury, loss and damage except those that arise directly from the negligence of UAPC.

Regular hirers are required to have a Safeguarding Policy which is to be made available to their clients and to UAPC, and to follow the safeguarding advice as posted within the church.

All other hirers are similarly required to follow the same safeguarding advice as posted within the church . Any safeguarding issue occurring on UAPC premises must be notified urgently to UAPC Safeguarding convener, whose details will be noted on advice notice.

The hirer shall provide adequate supervision on the premises during the let. In particular, at all times for children and those adults whose need for assistance or protection because of illness, disability or age means that they may be unable to ensure their own safety and protection and who are on the premises in connection with the let.

The hirer shall be responsible for familiarising himself/herself and their invitees with the fire precautions and fire escape routes which will be clearly displayed in the hall and church notice boards.

In case of fire the hirer is responsible for ensuring the immediate and safe evacuation of their party using the nearest usable signposted fire exit to the assembly point which is on the grass area between the front and rear gates.

First aid equipment is kept in the servery and kitchen. A defibrillator (AED), for use if circumstances require is located next to the disabled access ramp on the north side of the church building.

By the end of the letting period the hirer shall clean any associated litter, mess or dirt within the premises and grounds and remove all items brought to the premises by the hirer. If using the kitchen and/or kitchen equipment, the hirer shall thoroughly clean everything used and return to cupboards. Cleaning equipment is available for this purpose. Furniture must be returned to its original position unless otherwise agreed.

UAPC does not accept any liability for any claims, however arising, that result from damage to any property brought into or left in the premises, or for injuries sustained by the hirer or persons admitted to the hall during the period of let, save when such injuries are directly caused by the negligence of UAPC.

The hirer is responsible for any costs incurred by the church as a result of the hirer's non-compliance with these Conditions of Hire and for any late leaving charges incurred. If the hirer fails to observe these Conditions of Hire (e.g. by leaving the premises in a damaged or dirty state, or leaving excess rubbish on the premises) then UAPC will recover its costs or late leaving charges by deducting them from the security deposit or by an additional charge if greater than the deposit.