

Immanuel Church Highters Heath Birmingham

Hiring the Church Building

Facilities

It is possible to hire the Church building for a variety of meetings and activities. Facilities include:

- a large flexible space
- a purpose-built servery for drinks and refreshments (included in the hire charge)
- wi-fi throughout the building
- toilets, including disabled access, within the building
- tables and chairs
- limited parking (shared with the adjacent Church Hall)

Some areas of the Church, and items within the building, are not available for hire i.e. the Sanctuary, Lady Chapel, Vestries, Church Bell Tower, Choir Loft, Organ, Piano.

Who we are

Immanuel Church is the Anglican parish church of Highters Heath, Birmingham. As such, we ask that all those who hire the Church building respect its primary function as a place of Christian worship.

The Church building is a property owned by Immanuel Church.

The governing body is the Parochial Church Council (PCC).

Our Mission Statement is:

Worship ... Fellowship ... Outreach

Immanuel means *God with us*. To live this, we encourage and nurture all those who seek with us the opportunity to hear and understand the Good News of forgiveness that Jesus brings, through our worship, fellowship, and outreach. Above all, Immanuel is where love for God and love for our neighbour can be found.

Policy

1. The PCC of Immanuel Church welcomes enquiries about hiring the Church building. The PCC seeks to encourage appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Church's regular activities. It may request references from a new user before agreeing a booking.
2. The PCC reserves the right to refuse bookings for activities which are in conflict with the Christian Gospel and Immanuel's Mission Statement i.e. requests for hire by individuals or groups or for activities which, in the opinion of the church, are either contrary to the purposes and beliefs of the Church of England, or where the church considers that such use or activities present a conflict of interest, or may cause offence, on grounds of their religious beliefs, to a significant number of Christians.
3. No acts of worship, other than Christian worship, are permitted in the church building.
4. The building is not available for hire during the last week of the school term leading up to Christmas and during Holy Week (the week leading up to Easter), due to church services and activities.

Note

The principal function of the Parochial Church Council is defined in the Parochial Church Council's (Powerws) Measure 1956 as 'promoting in the parish the whole mission of the church'.

See: <https://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents>

Terms and Conditions of Hire – Church Building

All persons hiring the Church building are subject to the following Terms and Conditions of Hire, a copy of which is supplied to you. Failure to comply may, at the discretion of the Parochial Church Council (PCC) result in the cancellation of further bookings.

1. All bookings must be made through the Bookings Secretary. Contact details are on the Church's website.
2. A responsible person over the age of 18 years must be in charge and *on the premises* for the duration of the booking.
3. The maximum number permitted in the Church building at any function is 80 persons.
4. If a key is provided, then this must be safeguarded at all times and returned at the end of the booking period. The keys shall not be copied or given or lent to any third party. If keys are provided, it is the Hirer's responsibility to ensure that all doors and windows are closed, all doors locked, and all lights switched off (including the toilets) at the end of the booking period.
5. It is the responsibility of the Hirer to effect appropriate insurance to cover their liabilities. Insurance effected by the PCC of Immanuel Church does not extend to a Hirer's liabilities. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.
6. The Hire of the Church building does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Church building is hired unless prior arrangements have been made with the Booking Secretary or PCC.
7. Parts of the Church building, particularly the Vestry, Sacristy, the Sanctuary, Chancel, Choir Loft and Lady Chapel are off limits without prior consent. These areas should not be accessed without the express permission of the Booking Secretary or PCC.
8. The use of the piano and the Church Organ is not permitted except by prior arrangement.
9. Casual bookings attract a deposit of £50.00 with the balance of the hire being paid in full 14 days before the booking takes place. The booking is only confirmed on receipt of the required deposit. Should the deposit not be received, and another party wishes to book the premises on that date, the PCC reserves the right to give the booking to the other party.
10. The hirer must notify the booking secretary at the earliest possible time of a cancellation of their booking. Immanuel PCC reserves the right to make a suitable charge to cover costs incurred in the event of a booking being cancelled without sufficient notice.
11. Immanuel Church is committed to safeguarding children and vulnerable adults. For the safety and protection of all children and/or vulnerable adults present as part of the hiring group using the Church building it is a requirement that organisations must sign a separate document to confirm that they have their own current safeguarding policy in place (a copy of which is given to Immanuel Church at the time of hiring) and ensure that all relevant people have a current DBS check. Immanuel Church accepts no responsibility for the organisation's failure to comply with these requirements. Only organisations run by Immanuel Church are covered by the church's own safeguarding policies.
12. The Church building is not licensed for the sale of alcohol.
13. No smoking or substance abuse is allowed in the Church building.
14. The Hirer must comply with any legal requirement concerning music, singing, and dancing licences, theatre licenses and copyright. The Hirer shall be fully responsible for obtaining any such licences or any other permission required. The Hirer shall indemnify the Minister, Church Wardens, Steering Committee, and PCC of Immanuel Church against any infringement of copyright which may occur during the hiring.
15. All doors must be kept clear at all times in case of emergency.

16. If the servery is used it must be left in a clean and tidy condition. A charge will be made should any work be involved in putting the servery back to its original condition. No equipment is to be fixed to the walls, cupboards or working surfaces in the servery. No equipment is to be removed from the Church building for any reason without the prior permission of the PCC.
17. To comply with the Food & Hygiene Safety Act, by accepting this following condition the Hirer hereby indemnifies the Minister, Church Wardens and PCC of Immanuel Church against any claims, losses or injury caused by the consumption of food prepared either in the Church or by any food (prepared or otherwise) brought into the Church by the Hirer or a Third Party authorised by the Hirer.
18. Children under 10 years are not permitted in the servery - a requirement of our Public Liability Insurance. It is incumbent on the hirer of the church building to ensure this condition is upheld.
19. The PCC of Immanuel Church does not permit the erection of any signage or advertising banners on church property without the express permission of Immanuel Church PCC. An exception is made for: a) Diocese of Birmingham Church noticeboard; b) small portable advertising signs (e.g. a small A-frame sign) which are put out in situ on the day of an activity and removed the same day.
20. No adhesive or fixing material to be used which may damage the fabric of the premises.
21. No footballs, hard ball games, scooters or bicycles are allowed within the Church building.
22. If you or your group causes accidental damage you are asked to report it as soon as possible, otherwise damage will be charged to the last known user of the Church building. You are expected to report any damage found to the Booking Secretary.
23. Any accident which results in injury to any person using the Church building during a booking must be reported to the Booking Secretary. **First Aid boxes are situated within the servery/entrance, the choir vestry and in the south door lobby outside the Lady Chapel.**
24. The building must be left clean and tidy after each session, and you should take all rubbish away with you. Spillages must be mopped up immediately to prevent slipping. Brooms and a mop and bucket are available for your use and are stored in the stairwell to the cellar. Cleaning materials are available in the cupboard under the baby change. Any property must be removed or stored away after each session except by prior arrangement.
25. The use of steps or ladders is at the user's risk. The user must ensure that steps are fit for purpose, and must not be used while working alone.
26. Immanuel Church does not have any storage facilities. In some circumstances, hirers may leave equipment set up, if there are no other activities in church between concurrent sessions, and by prior arrangement with the Booking Secretary. However, the building must still be left clean and tidy, and doorways and aisles must be left clear. Even when there is no planned activity, church personnel still require access from time to time.
27. Tables used by you must be cleaned and stacked on the table trolley and left in church. Chairs must be stacked away or set out as agreed with the Booking Secretary.
28. Any lost or unclaimed property will be disposed of after a period of three months from the date of the booking.
29. Please remember that this is a residential area and give due consideration when leaving the Church building after a meeting or event.
30. The adjacent property at 5 Pickenham Road is no longer associated with Immanuel Church or Church Hall. It is a private residence and should be treated accordingly. The passage behind the Church Hall must not be accessed except in an emergency.
31. Limited car parking is available, but it is a shared facility with the Church Hall. Please use with consideration and leave the driveway clear for emergency vehicles. Please do not park vehicles on the grass verges or paved walkways or on the driveway of 5 Pickenham Road. If the car park is full, please use the side roads. Parking is

at the owner's own risk. Extreme care should be exercised with both pedestrians and vehicles when manoeuvring around the car park, taking particular care of children.

32. In the event of a fire in the building, the assembly point is on the grassed area in front of the Church Hall.
33. Government guidance on restrictions for Covid-19 or similar pandemic or epidemic diseases must be observed at all times. Immanuel Church reserves the right to enforce additional restrictions in accordance with relevant risk assessments.

18 November 2025

Immanuel PCC