

Immanuel Church Highters Heath Birmingham

Hiring the Church Hall

Facilities

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

- a large flexible space
- a purpose-built kitchen where drinks and refreshments can be served
- tables and chairs
- toilets, including disabled access, within the building
- limited parking (shared with the adjacent Church building)

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 Hall be mindful of the fact that the primary function of the adjacent church building is as a place of Christian worship.

The Church Hall 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 Hall. 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 Hall or the adjacent Church building.

Note

The principal function of the Parochial Church Council is defined in the Parochial Church Council's (Powers) 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 Hall

All persons hiring the Church Hall 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 Hall at any function is 100 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 fire 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 Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which it is hired unless prior arrangements have been made with the Booking Secretary or PCC.
7. Casual bookings attract a deposit of £35.00 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.
8. 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.
9. 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 Hall it is a requirement that:
 - a. **Organisations.** 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.
 - b. **Private individuals.** Private individuals must sign a separate document to confirm that they take full responsibility for the welfare of the young people and/or vulnerable adults who attend the event on the date booked and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults and prevent injury, illness, loss, or damage occurring.
10. The Church Hall is not licensed for the sale of alcohol.
11. No smoking or substance abuse is allowed in the building.
12. 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 PCC against any infringement of copyright which may occur during the hiring.
13. Emergency Safety Exits must be kept clear at all times and should only be used in an emergency.
14. If the kitchen 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 kitchen back to its original condition. No equipment is to be fixed to the walls, cupboards or working surfaces in the kitchen. No cutlery or crockery is provided by the Hall. No equipment is to be removed from the Hall for any reason without the prior permission of the PCC.
15. 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 Hall or by any food (prepared or otherwise) brought into the Hall by the Hirer or a Third Party authorised by the Hirer.

16. Children under 10 years of age are not permitted in the kitchen. This is a requirement of our Public Liability Insurance. It is incumbent on the hirer of the Hall to ensure that this stipulation is upheld.
17. 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; c) an A4 poster on the noticeboard inside the Hall.
18. No adhesive or fixing material to be used which may damage the fabric of the premises.
19. No footballs, hard ball games, scooters or bicycles are allowed within the Hall.
20. If you are hiring a Bouncy Castle for use in the Hall, please note there is a height limit of 3 meters (10 feet).
21. 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.
22. Any accident which results in injury to any person using the Hall during a booking must be reported to the Booking Secretary. First Aid boxes are situated within the Hall and the kitchen.
23. 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 kitchen (please note the mops are colour coded for where they are to be used). Cleaning materials are also available in the kitchen. Any property must be removed or stored away after each session except by prior arrangement.
24. 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.
25. Tables used by you must be cleaned and put away. Chairs must be stacked away.
26. Any lost or unclaimed property will be disposed of after a period of three months from the date of the booking.
27. Please remember that this is a residential area and give due consideration to noise levels during events and when leaving the Hall after a function. Please keep music to an acceptable level particularly when windows are open.
28. 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.
29. Limited car parking is available, but it is a shared facility with the Church building. 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 should be exercised when manoeuvring around the car park; both pedestrians and vehicles must be particularly mindful of children in the car park.
30. In the event of a fire in the building, the assembly point is on the grassed area in front of the Church.
31. Government guidance on restrictions for Covid-19 or similar pandemic or epidemic diseases must be observed at all times. Immanuel Church Hall reserves the right to enforce additional restrictions in accordance with relevant risk assessments.
32. Immanuel Church Hall is a designated Emergency Centre for use in the event of a local emergency where evacuation is required. As such, we reserve the right to cancel any booking when the Hall is called upon for such emergency use. Communication of such an occurrence will be made at the earliest possible time, and Immanuel will endeavour to offer alternate accommodation.
33. Immanuel Church Hall is also a designated Polling Station and as such is required for this purpose. We therefore reserve the right to prioritise elections over regular bookings. Communication of such elections will be made at the earliest possible time so that alternative arrangements can be made.