

KNAPHILL WITH BROOKWOOD

**HOLY TRINITY
ST SAVIOUR'S**



**CHURCH WORSHIP BUILDINGS
AND
CHURCH HALL BUILDINGS LETTING POLICY**

**Parochial Church Council
Parish of Knaphill with Brookwood
Chobham Road
Knaphill
Woking
Surrey GU21 2SX
Woking**

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1.0 INTRODUCTION

This document outlines the Policy of the Parish of Knaphill with Brookwood with regard to the letting of Church premises. It sets out in detail the facilities available; how to book them; and the responsibilities that any potential user must accept.

2.0 POLICY

2.1 GENERAL

The Parochial Church Council of Knaphill with Brookwood (hereafter called the PCC) as part of its Vision of *Making Jesus Visible by Word & Power* sees the use that it makes of its buildings and other facilities as a crucial part of its Mission to reach out to the local community. The PCC seeks to develop its buildings in ways that promote that objective and the projected needs of church and community

Whilst wishing to be open and welcoming, the PCC represents a Christian church family seeking to support the advancement of the Kingdom of God by direct and indirect means. It reserves the right not to let its buildings or other facilities to any outside organisation or individual that compromises or is likely to compromise that fundamental ethos.

In considering any letting the PCC must ensure that its buildings will be respected by the Hirer and will not be misused in any way. Any decision will have due regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

The PCC reserves the right to accept or reject any booking. It may at its discretion require a suitable organisation or character reference to be provided before any booking is accepted.

2.2 MAIN CHURCH WORSHIP BUILDINGS – Main Contact – Church Administrator

Holy Trinity and St Saviours' CHURCH WORSHIP BUILDINGS are available for hire, for charitable or appropriate community/commercial purposes (e.g. training) when they are not required for church or church endorsed purposes. The Church **reserves the right to refuse requests** for hire 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 Vicar and/or Churchwarden considers that such use or activities may cause offence, on grounds of their religion or belief, to a significant number of Christians. No acts of worship, other than Christian worship, are permitted on the premises. Therefore, the Vicar and/or Churchwardens are always consulted and approval given before any such letting of the church worship buildings is confirmed and consent is always given or not given at their discretion alone.

- Use of the church hall toilets is included in the hire.
- The church hall kitchens can sometimes be included but hirers would need to confirm the availability before agreeing the hire.

2.3 CHURCH HALL BUILDINGS – Main Contact – Hall Managers

Holy Trinity and St Saviour's Church Halls have the following rooms for hire:

- Holy Trinity - Main Hall and Lower “Coffee” Room
- St Saviours – Main Hall and Meeting Room

Use of the kitchens, toilets, etc. is included in the hire.

The Holy Trinity Hall Upper Room is considered to be unsuitable for hire due to its construction.

The Church Administrator (hereafter called the CA) is appointed by the PCC to act on their behalf in the day to day running of **CHURCH WORSHIP BUILDING bookings**. In the event of any dispute, the final decision rests with the PCC.

The Hall Booking Manager (hereafter called the HBM) is appointed by the PCC to act on their behalf in the day to day running of the **CHURCH HALL**, including the acceptance of bookings. In the event of any dispute the final decision rests with the PCC.

2.4 CHURCH GROUNDS

The church grounds are not hired out in their own right but only as a part of a HALL LETTING Their use must always have due regard to the needs of other church and hall users.

2.5 CHURCH ACTIVITIES

The Halls are primarily for the use of church activities (e.g. Alpha and Parenting courses, youth and children groups, PCC meetings, etc.) and church endorsed activities (e.g. Pre-school, Brownies, etc.). Existing and future church-endorsed activities must have a direct link to the vision and purpose of the church and support the advancement of the Kingdom of God.

Inevitably there will be occasions where church and church endorsed activities are planned which clash with proposed and existing external bookings. Sensitivity is required by all parties in handling these issues.

Where a church endorsed activity is planned then this should be given priority when considering any external booking.

Sensitivity is required where a church activity temporarily curtails a non-church booking (e.g. Holiday Club), building maintenance, etc.) or where a new church led initiative means drawing a longstanding external booking to a close. Where there is a straight church versus non-church new booking, it is expected that the church requirement will take priority.

2.6 CHILDREN

The Parish of Knaphill with Brookwood has a Safeguarding Policy. Under this policy the PCC is committed to the implementation of the Diocese of Guildford Safeguarding Policy and Procedures, and the relevant statutory legislation and guidance for the welfare of children, young people and vulnerable adults. An up to date copy of this Policy is always available for consultation and reference via the Church Office.

All church activities involving children must, without exception, comply with the Parish Safeguarding Policy. If church buildings are let to outside organisations then it is normally a requirement of the Standard Conditions of Hire that they also comply with this Policy in its entirety.

It is recognised that certain organisations (e.g. Scouts and Guides Associations, St Johns Ambulance, etc.) have their own recognised safeguarding policies. These are acceptable to the PCC in place of the Parish Safeguarding Policy where their conditions are either equal to or exceed the latter. In all cases any alternative policy must be approved by the Vicar prior to any booking being accepted. This policy will be regularly reviewed by the Vicar to ensure that it is kept up to date

In the case of occasional, ad hoc or "One Off" bookings (e.g. children's parties, PCC authorised family parties, etc.) where parents or legal guardians will be present a Safeguarding Policy is not appropriate. However, the covering letter to the Hiring Agreement will require the Hirer to "ensure that children are protected at all times by taking reasonable steps to prevent the occurrence of any injury, loss, damage or harm". This will include the recommended minimum adult/child ratio.

2.7 TERMS AND CONDITIONS OF HIRE

The PCC has a set of Standard Conditions of Hire that are applicable to all Church Hall and Church Worship Building bookings. These form an integral part of its Hiring Agreement and are regularly reviewed. The Hiring Agreement and Standard Conditions of Hire are attached as Appendix A to this policy.

2.8 FINANCIAL

Financial issues are secondary but not insignificant. The PCC considers it to be a good objective for hiring income to cover the running costs and maintenance of its buildings. However direct church bookings (e.g. Ju:C, PCC meetings) will incur no booking costs and church-endorsed activities (e.g. Pre-school, Brownies) will be given concessionary rates. These rates need to be annually approved by the PCC or, when a new booking arises, by the PCC's Standing Committee.

3.0 PROCEDURES

3.1 CHURCH AND HALL MANAGEMENT

The PCC retains overall responsibility for ALL the Church's buildings at all times. The day to day running of the two church worship buildings is managed by the Vicar and Wardens

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The day to day running of the two Halls is delegated to the Hall Bookings Manager (HBM) and a Hall Management Committee (HMC).

The Hall Management Committee is made up of:

Hall Bookings Manager
Hall Building Manager
Hall Warden

Hall Bookings Manager

Co-ordinates all aspects of lettings, running the diary of Hall bookings, ensuring the smooth daily operation of the lettings schedule. The Hall Bookings Manager is the primary point of contact for all Hall users and chairs the HMC.

Hall Buildings Manager

Responsible for the co-ordination of the maintenance of the Hall fabric, fixtures and fittings.

Hall Warden

The Warden provides formal PCC oversight of all aspects of the buildings.

3.2 HALL BUILDING BOOKING PROCEDURE

1. Enquiry by telephone or e-mail forwarded to Hall Booking Manager. (HBM)
2. HBM checks availability and assesses suitability of event and hirer in accordance with the Hall Letting Policy.
3. HBM books into diary with hirer's name, address and telephone number.
4. HBM sends personalised letter confirming booking, enclosing 2 copies of booking agreement and conditions of hire, (see Appendix A) and child protection booklet.
5. Hirer returns one signed copy of booking form with deposit to HBM at least 7 days before event. Hirer keeps the 2nd copy for their reference. The booking is not definite until booking form and deposit is received by HBM. Deposit is retained by HBM.
6. HBM contacts hirer within 5 days of receipt of booking form if there are any problems with hire.
7. HBM meets hirer on day of booking as arranged in letter to unlock hall, go through fire procedures, and give key, end of hire checklist and collect balance of hire fee as outlined in the letter.
8. HBM checks hirer is aware of where to place checklist envelope after event.
9. HBM checks with hirer arrangements for return of deposit on completion of satisfactory hire. Payment is recorded in receipt book for ad hoc bookings and on bookings spreadsheet held by HBM for ad hoc bookings and regular hirers.
10. HBM ensures deposit is returned as agreed with hirer, once envelope containing keys returned to HBM and hall condition left as it should be.

3.3 CHURCH WORSHIP BUILDING BOOKING PROCEDURE

1. Enquiry by telephone or e-mail forwarded to Church Administrator (CA)
2. CA checks availability and assesses with the Vicar or Churchwarden suitability of event and hirer in accordance with the Letting Policy. Consideration must also be given to events happening in the hall at the same time, as hall users may have need to use the grounds as part of their bookings, and those using the church worship building may need to access the toilets.
3. Consideration is given to whether or not it would be advisable for a warden or representative to be present at the hirer's event
4. CA books into diary with hirer's name, address and telephone number.
5. CA sends personalised letter confirming booking, enclosing 2 copies of booking agreement and conditions of hire, (see Appendix A) Hirer returns one signed copy of booking form with deposit to CA at least 7 days before event. Hirer keeps the 2nd copy for their reference. The booking is not definite until the booking form and deposit is received by CA. Deposit is retained by CA.

6. CA contacts hirer within 5 days of receipt of booking form if there are any problems with hire.
7. CA arranges with Churchwarden to meet hirer on day of booking as arranged in letter to unlock, go through fire procedures, and give key, end of hire checklist and collect balance of hire fee as outlined in the letter.
8. Warden checks hirer is aware of where to place checklist envelope after event.
9. Warden checks with hirer arrangements for return of deposit on completion of satisfactory hire. Payment is recorded in receipt book for ad hoc bookings and on bookings spreadsheet held by CA for ad hoc bookings and regular hirers.
10. CA ensures deposit is returned as agreed with hirer, once envelope containing keys returned to Warden and it has been confirmed that the church worship building's condition has been left as it should be.

3.4 INVOICING

The general premise of all lettings is that except in exceptional circumstances previously agreed with the HBM/CA, hirers are to pay in advance of their booking.

One off bookings, such as children's parties and the like, are to follow the booking procedures above and ensure that deposits are paid on time and the balance of their hire charge is available on the day of hire. The deposit will be disposed of as agreed with the hirer, once the HBM/CA is satisfied that all conditions of the hire have been met and that no further charges are likely to be incurred.

Regular bookings will be invoiced in advance, whether termly or monthly, after consultation and agreement with the HBM/CA.

3.5 CANCELLATIONS

The Hall and rooms are in regular use and requests are frequently turned down if the Hall has already been booked. Whilst the church does not want to implement a purely commercial cancellation policy, it must nevertheless impose some order to halt the rise in purely reactive cancellations that have recently appeared at very short notice.

Regular hall hirers being invoiced in advance per term or monthly must give at least 28 days notice of their intention to cancel. Failure to do so will result in the retention of the hire fee for the required 28 days notice.

One off users must consider that the payment of their deposit constitutes an undertaking to proceed with the hire.

Due consideration will be given to all circumstances that give rise to a cancellation, and in so far as practicable, the HBM/CA is empowered to exercise a degree of discretion as to whether a charge will be applied to any short notice cancellation.

3.6 BOOKING TIMES

The rooms within the Halls and Church Worship Buildings are very much in demand from regular users, ad hoc hirers and church groups. It is essential for the satisfactory running of these groups that people respect the timings associated with their particular hire.

To avoid conflicts of hire, there will be no access to the premises before the commencement of the hire period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.

It is similarly unfair to overrun a booking, as that will impact the next hirer. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.

In all cases, the venue should be left in a suitable condition for hire within the allotted hire period. This is particularly important when hiring the Hall for a party, where consideration should be given for the following users that day or later.

3.7 AVAILABILITY & CHARGES

The availability and scale of charges for the hire of the Church Premises are displayed at the back of the Church worship buildings and on the website. These are reviewed and updated periodically by the PCC.

3.8 CHURCH GROUPS

Church Groups do not pay a hire charge and therefore do not need to pay a deposit. They do however need to comply with all non-monetary aspects of this policy, in particular ensuring that they inform the HBA/CA as soon as possible as to their requirements and in their use of the Hall/Church and/or associated Rooms.

3.9 COMPLAINT PROCEDURE

3.9.1 Complaint by Hirer

In the event of any complaint this shall in the first instance be addressed to the HBA/CA as appropriate. If the HBA/CA is unable to resolve the matter to the complainant's satisfaction, the matter should be addressed in writing to the Hall Warden care of the Church Office for resolution.

3.9.2 Complaint by Third Party

The matter will be investigated by the Hall Warden as a representative of the PCC. After consultations with the HBA/CA and other interested parties a written response will be sent to the complainant within 10 working days.

APPENDIX A**STANDARD TERMS AND CONDITIONS OF HIRE**

1. **SUPERVISION** The Hirer will, during the period of the hiring be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the highway and access to the premises.
2. **USE OF PREMISES** The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
3. **SMOKING** is not permitted in the hall, church or grounds.
4. **LICENCES** The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, or from the Performing Rights Society or from Phonographic Performances Ltd or otherwise and shall be responsible for the observance of same.
5. **GAMING BETTING AND LOTTERIES** the Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
6. **PUBLIC SAFETY COMPLIANCE** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local Magistrate's Court, Health and Safety Executive or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.
7. **HEALTH AND HYGIENE** the Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
8. **ELECTRICAL APPLIANCE SAFETY** The Hirer shall ensure that any electrical appliance brought by him/her on to the premises and used there shall be safe and in good working order and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL the Hirer must make use of it in the interests of public safety. The Hirer shall also ensure that any such appliances brought onto the premises by another party for use at the event shall comply with the foregoing.
9. **INDEMNITY** The Hirer shall indemnify the Parochial Church Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the premises.
10. **ACCIDENTS AND DANGEROUS OCCURENCES** the Hirer must report all accidents involving injury to the public as outlined in the Church's Health & Safety Policy. In the first instance, the HBA/CA as appropriate should be informed. Any failure of equipment belonging to the Hall or Church Building must also be reported as soon as possible.
11. **ANIMALS** The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises other than for a special event agreed to by the Vicar or Warden and no animals whatsoever are to enter the kitchen at any time.

12. **SAFEGUARDING CHILDREN** The Hirer shall ensure that any activities involving children comply with the provisions of the Children Act of 1989 and 2004. The Hirer is required under this legislation to ensure that children are protected at all times by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. This includes ensuring that at all times only fit and proper persons have access to the children.

All Hirers who are Regular Users are required to have in place an approved Child Safeguarding Policy on commencement of each period of Hire

a) For Organisations with No Safeguarding Policy of their own

The PCC has a Parish Safeguarding Policy a copy of which will be provided and form an integral part of this Agreement. Acceptance of the booking is conditional upon the Hirer agreeing to work within the terms and conditions of this policy.

b) For Organisations with their own Safeguarding Policy

The PCC will accept an Organisation's own Safeguarding Policy but will require evidence that it is properly formulated, that a current version exists and that it is no less stringent than the PCC's own. In the event that there are any concerns or allegations arising about children in the course of the Hirer's activities the PCC's Children's Safeguarding Representative shall be contacted via the Church Office.

All Hirers who are Occasional or "One Off" Users (e.g. Children's Parties) are not required to have a Safeguarding Policy but must comply with the general requirements stated in the first part of this clause.

13. **FLY POSTING** The Hirer shall not carry out any fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify the Committee accordingly against all action, claims, and proceedings arising from any breach of this condition.
14. **SALE OF GOODS** The Hirer shall, if selling goods on the premises, comply with the Fair Trading Laws and any code of practice used in connection with such sales and the PCC reserves the right to refuse permission for any sales of goods to take place during any hiring of the premises.
15. **CANCELLATION** As far as practicable, the hirer must give 28 days notice if they wish to cancel the booking before the date of the event to receive a full refund. Notice less than 28 days may incur a penalty. If the PCC is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the PCC.
16. **UNFIT FOR USE.** In the event that the premises or any part thereof being rendered unfit for the use for which it has been hired, the PCC shall not be liable to the Hirer for any resulting loss or damage whatsoever other than the cost of the hire.
17. **REFUSAL OF BOOKING.** The PCC reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time before or during the term of the agreement. The Hirer shall be entitled to reimbursement of any monies paid up until the point of cancellation. The PCC shall not be liable to make any further payment to the Hirer.
18. **UNSUITABLE BOOKING** Buildings are let as an integral part of the Church Mission within the community. The PCC reserve the right to refuse or cancel any booking without notice or explanation, deemed to be unsuitable or offensive to the Church.

19. **TEENAGE OR ADULT PARTIES.** Due to the urban location of the buildings and their proximity to neighbours, teenage and adult parties are not permitted except where the Hirer is known personally by wardens, bookings manager or vicar and acceptance of the booking is at their discretion. In this instance the hall must be vacated by 11pm
20. **END OF HIRE** The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions shall be properly replaced. **The Hirer must complete the day of hire checklist located on the back of the key return envelope.** Hirer shall remove from the premises all equipment and other materials brought into the Hall/Church by the Hirer or whomsoever for use during the booking.
21. **RUBBISH.** The hirer shall likewise remove from the premises all refuse arising from the booking. The PCC shall be at liberty to make an additional charge if this is not done.
22. **NOISE** the Hirer shall ensure that the minimum of noise is made on arrival and departure of those attending the event. Furthermore the Hirer shall ensure that noise levels on the premises and in the curtilage of the premises shall not cause a nuisance to neighbouring properties.
23. **EMERGENCY.** In the event of an emergency, there is a contact list in the vicinity of the Fire Alarm Control Panel by the main hall entrance door.
24. **PARKING.** Car parking is available on the forecourt of the Church Hall. Great care must be taken to reduce any inconvenience to our neighbours, and all cars must be removed at the end of the letting. Particular care must be taken at the end of a booking with Children in the vicinity of the main road. Parking will always be free when it is in association with a letting within the Church premises.
25. **HALL KITCHEN/SERVERY.** If the Kitchen/Servery is part of the letting, it is the responsibility of the hirer to ensure that the items are left in good condition at the end of the let. Particular care must be taken with the urn which may be hot from the previous hirer. If hot drinks have been served, the urn must be turned off on completion of the hire.
26. **HALL/CHURCH BUILDING FLOOR.** Floors are regularly cleaned and polished. Please take care when moving furniture across it.
27. **KEYS.** It's the Hirer's responsibility to return the key on completion of the hire as agreed with the ~~Hall~~ Bookings Manager.



HOLY TRINITY CHURCH HALL/CHURCH WORSHIP BUILDING, KNAPHILL

Hiring Agreement

To: _____

Address: _____

Telephone No: _____

Mobile telephone No: _____ E-mail address: _____

Date(s): _____ Time: _____

Purpose: _____

Main Hall Coffee Room Upper Room Kitchen Church Building Gardens

Rate: _____ Deposit (if applicable) _____

Safeguarding Policy (See Clause 12 of attached Standard Conditions of Hire)

Parish Policy Hirer's Policy Not Applicable

Will there be professional entertainment e.g. a bouncy castle or clown* Yes/No (please delete)

Additional Information: _____

The Parochial Church Council (PCC) of Knaphill with Brookwood welcomes the use of its Hall/Church Building and grounds by and for the benefit of the local community. However, the PCC requires the Hirer whether it is an organisation or an individual to comply with certain rules and regulations. These are summarised in the attached Standard Conditions of Hire. If the Hirer has any doubts as to the meaning of any of these conditions the Hall Bookings Manager should be contacted immediately.

* Professional entertainment may require a Risk Assessment/Public Liability Insurance by the service provider. The Hall Manager will advise.

For the purposes of these conditions, the term Hirer shall mean an individual Hirer or, where the Hirer is an organisation, their authorised representative.

I, the Hirer, agree to abide by the PCC's attached Standard Conditions of Hire:

Signed _____ Designation _____

Organisation _____ Date _____

Signed on behalf of the PCC _____



ST SAVIOUR'S CHURCH HALL/CHURCH WORSHIP BUILDING,
BROOKWOOD

Hiring Agreement

To: _____

Address: _____

Telephone No: _____

Mobile telephone No: _____ E-mail address: _____

Date(s): _____ Time: _____

Purpose: _____

Main Hall Meeting Room Served Church Building

Rate: _____ Deposit (if applicable) _____

Safeguarding Policy (See Clause 12 of attached Standard Conditions of Hire)

Parish Policy Hirer's Policy Not Applicable

Will there be professional entertainment e.g. a bouncy castle or clown* Yes/No (please delete)

Additional Information: _____

The Parochial Church Council (PCC) of Knaphill with Brookwood welcomes the use of its Hall by and for the benefit of the local community. However, the PCC requires the Hirer whether it is an organisation or an individual to comply with certain rules and regulations. These are summarised in the attached Standard Conditions of Hire. If the Hirer has any doubts as to the meaning of any of these conditions the Hall Bookings Manager should be contacted immediately.

For the purposes of these conditions, the term Hirer shall mean an individual Hirer or, where the Hirer is an organisation, their authorised representative.

I, the Hirer, agree to abide by the PCC's attached Standard Conditions of Hire:

Signed _____ Designation _____

Organisation _____ Date _____

Signed on behalf of the PCC _____

APPENDIX C

Availability of Rooms for Letting.

The Church Premises in both Holy Trinity and St Saviour's are available for hire as detailed below. The latest period of hire is up to 11pm but due to the proximity of our neighbours, there must be no excessive noise after 10pm.

Potential Hirer's must check with the Hall Bookings Manager to verify if the desired booking slot is available as the diary often fills quickly.

Scale of Charges for Holy Trinity Hall and Church Worship Building:

AREA	RATES
Main Hall	£14.50 per hour (Regular Users) £15.00 per hour (Party with Min ^m . of 3 hours booking)
Lower "Coffee" Meeting Room	£10.00 per hour
Kitchen and Grounds	No additional charge when used in conjunction with a room. Not available for individual booking.
Church Worship Building (Where Use Approved)	To be agreed by discussion. As a guide, £30 an hour would be normal but this could be higher, or lower depending on the reason for hire, whether there will be ticket sales etc.

Scale of Charges for St Saviour's Hall and Church Worship Building:

AREA	RATES
Main Hall	£7.50 per hour.
Meeting Room	£5.00 per hour.
Servery and Grounds	No additional charge when used in conjunction with a room. Not available for individual booking.
Church Worship Building (Where Use Approved)	To be agreed by discussion. As a guide, £17.50 an hour would be normal but this could be higher, or lower depending on the reason for hire, whether there will be ticket sales etc.

Members on the electoral roll of the Church benefit from a discount of 40%.