

# **Blackpool Church**

## **Room Hire Information Pack**

**St John's Church Blackpool**

**Charity Registration Number 1191213 (England and Wales)**

**Email: [hello@blackpool.church](mailto:hello@blackpool.church)**

**Tel: 01253 299614**

## Room Hire Information

Please read carefully before submitting the Blackpool Church Room Hire form.

Please note there may be a delay of up to 2 weeks between receiving the enquiry & confirming the room hire, and dates are not secured until a deposit is received.

## Booking Arrangements

We can only accept bookings in whole hours.

Bookings will only be accepted if they fall between 7am and 10pm. Minimum hire of 2 hours.

Time taken setting up and putting away chairs, production equipment etc. is to be included in the room hire period and fee and is to be listed on the Room Hire Form.

No setup can occur the day before the event without special arrangements as the rooms are often used for other events. At the end of the venue hire period, the room hired must be left in the same state as before the hire period began.

## Rooms to hire

<b>Room</b>	<b>Fee - 8hrs</b>	<b>Fee - 4hrs</b>	<b>Fee - 2hrs</b>	<b>Capacity (theatre style)</b>
Blue Room	£400	£200	£100	80
Main Space	£600	£300	£200	250

## **Catering & Alcohol**

If you require catering for your event, please let us know within the booking form and we will be able to confirm whether this is possible or not. Please note that we do not accept any responsibility or liability for the acts and omissions of any caterers.

You may not bring any alcohol into the venue without our prior written consent. It is not permitted under any circumstances to sell alcohol at an event, or to serve alcohol for free where any payment has been made, or will be made, by event attendees in connection to the event.

## **Car Parking**

Parking or unloading/loading in the car park is not permitted without prior written consent. There are many Council Car Parks within a short walk of the Centre.

## **Production**

If you require production equipment, such as a sound system or projector, please let us know within the booking form and we will be able to confirm whether this is possible or not.

## **Deposit**

We may charge a deposit to secure the room booking. Until such deposit is paid, bookings for room hire will be treated as provisional. We will invoice you for the Deposit and it must be paid within 7 days of the date of your room hire. Failure to pay on time will trigger our right to terminate the room hire. If you subsequently cancel the contract 31 days or more before the event, we will refund the deposit to you. If you cancel the contract 30 days or less before the event, we reserve the right to charge a cancellation fee and the deposit may be forfeited as part of the cancellation fee. See the section headed 'Cancellation' below for further details on the cancellation fee.

## **Payment**

Unless otherwise stated, invoice for full payment will be issued to the name and address included on the Room Hire Form. This is payable within 30 days of receipt.

## **Advertisements**

Advertising material must be submitted for approval before it is printed. Care must be taken not to give the impression that the activity is taking place under the auspices of any member of Blackpool Church or include any Blackpool Church logos or branding. All queries relating to your event must be directed to you, not Blackpool Church.

## **Restrictions**

Any activity detrimental to the image or reputation of Blackpool Church is forbidden.

Please note that:

- gambling, fortune telling, bingo, tarot cards, etc., are not permitted
- no poster, sign or notice may be affixed to any building, tree or board on the property
- smoking is not permitted
- alterations to the structure, fittings or decorations of the room hired are not permitted
- no internal decorations may be brought into the venue without Blackpool Church's prior written consent
- alterations or variations to the electrical services are not permitted
- no animal may be brought into or permitted in the venue without prior written consent, with the exception of assistance dogs
- no plants or equipment may be brought onto the venue without prior written consent
- the premises must be vacated by the end of the hire period specified in the Room Hire form.

## **Cancellation**

### **By Blackpool Church**

We reserve the right to cancel at any time before or during a booking for various reasons as set out below. If we do so, we will refund the charges less a sum representing our actual losses. The circumstances in which we may cancel include:

- a) if you don't pay any amount due by the date of payment
- b) if you materially breach the guidelines set out in the Room Hire Information Pack
- c) the happening of any of the insolvency-type actions/event
- d) if we reasonably consider this necessary or desirable in the circumstances including, but not limited to, any government, administrative, Church of England or Public Health England decision, action, restrictions or advice given for health and safety reasons relating to events, gatherings or any other matter, including in relation to any pandemic or epidemic
- e) where, due to an event outside our control, the venue is unavailable, closed, unfit for use or inaccessible (or we reasonably believe there is a real likelihood of that happening)
- f) there is risk of damage to the premises or property or of danger or nuisance to the public
- g) if we reasonably decide that the event is contradictory to our core values and principles or may be damaging to our reputation.

### **Cancellation by you**

Notice of cancellation by you must be given in writing to [hello@blackpool.church](mailto:hello@blackpool.church). If notice of cancellation is given:

- more than 30 days before the event, the full fee will be returned, less an amount representing our actual losses under the Agreement
- between 15 and 30 days before the event, a cancellation fee of 50% of the venue hire fee will be charged
- less than 15 days before the event, a cancellation fee of 100% of the venue hire fee will be charged, including costs for Production staff

Note that because the contract is a contract for the supply of event services during an agreed period of performance, you do not have any statutory right as a consumer to cancel the contract under the Consumer Contracts Regulations 2013 or Consumer Rights Act 2015. Your only rights of cancellation are as stated in the guidelines set out in the Room Hire Information Pack.

## **Force Majeure**

Blackpool Church shall not be liable in any way for any delay in performing or failure to perform our obligations as a result of an Event Beyond Our Control.

## **Damage**

You must report and pay the cost of making good any damage, beyond normal wear and tear, to the premises, furniture, or equipment. Blackpool Church is the sole arbiter of what constitutes normal wear and tear.

## **Insurance and Liability**

### **Your liability to us**

You will reimburse us against all liabilities, costs, claims etc arising directly or indirectly from:

- (a) damage to the venue and any other premises resulting from your negligence or wrongful acts/omissions
- (b) your breach of the guidelines set out in the Room Hire Information Pack
- (c) the event or your use of the venue, unless it is caused by our negligence or breach of the guidelines set out in the Room Hire Information Pack.
- (d) any music played or performed or any other entertainment provided and any infringement of copyright that may occur during your hire of the venue
- (e) any additional or professional cleaning required.

### **Insurance Requirements**

We strongly recommend that you obtain appropriate insurance cover in respect of all risks which may be incurred by you, arising out of the Agreement and the event.

## **Cleaning**

You are required to leave the room hired in the same state as you find it. If additional cleaning is necessary after an event, the charge will be passed on to you.

Please ensure rubbish is placed in the bags provided and the bags are tied up and left neatly next to the plastic bins in the room you have hired.

## **Health & Safety**

It is the hirers responsibility to make themselves familiar with escape routes and procedures in case of a fire. The hirer is responsible for any accident or injury arising out of the activity for which they have to use them. The hirer must, in the event of an accident, report it to the team at Blackpool Church by recording it in an email and sending it to [hello@blackpool.church](mailto:hello@blackpool.church). The hirer should abide by the PCC Safeguarding Policy, ticking the relevant box in the booking form to acknowledge that the hirer accepts the PCC Safeguarding Policy and that all concerns relating to abuse of vulnerable groups will be reported to relevant statutory authority.

## **Safeguarding Policy**

### **Hire of Premises**

Ensuring the safety and welfare of children, young people and vulnerable adults lies with those responsible for their care. Where external organisations / individuals are using church premises, hire arrangements must make it clear that the organisations / individuals are to abide by the PCC's safeguarding policy.

### **PCC Safeguarding Policy Statement**

In accordance with the House of Bishops' Policy Statements 'Promoting a Safer Church' (2017) and 'Protecting All God's Children' 4th edition (2010) and the Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018) our church is committed to:

- Promoting a safer environment and culture.

- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practises at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

## **Safeguarding Team**

We have appointed Sarah Fallon as our Church Safeguarding Officer (CSO). Please speak to her if you have any concerns around the welfare of a child or adult with vulnerability.



## **Safeguarding Officer**

Sian Livesey

07761950348

safeguarding@blackpool.church

## **If you would prefer to speak with someone outside the church**

### **Blackburn Diocesan Safeguarding Officer**

Catherine Smith

07711 485170

catherine.smith@blackburn.anglican.org