

# Rushen Parish



*Kirk Christ with  
St. Catherine's (Port Erin),  
St. Mary's (Port St Mary),  
and St. Peter's (Cregneish)*

## **Information for Users of the Churches and Halls**

October 2016

## Welcome to Users

Thank you for your enquiry about using the facilities of the Rushen Parish. We welcome this opportunity to make the Churches and Halls available to the wider community. All requests, which are in accord with the aims of Rushen PCC, will be considered. Confirmation is subject to approval by the Vicar or Wardens. Details and charges will be agreed on the basis of the conditions of use and set out in this information pack.

Please take time to read through this pack before completing the booking form. A separate form is needed for each booking except where the same details cover a series of meetings.

The aims of the Church are:

- to enable the greater use of the church facilities for the benefit of the wider community;
- to help meet the expanding spiritual, social, cultural and educational needs of a growing parish;
- to facilitate the establishment of small, self-supporting groups;
- to provide a meeting point for the lonely and the disadvantaged.

Charges are designed to ensure that essential maintenance and utility costs are met.

Priority is given to the day-to-day life of the church, such as services and congregational activities and meetings.

Users are expected to be in sympathy with these aims.

## Facilities available

The Anglican Church in Rushen Parish has four churches and two church halls located across the Parish. The facilities for each premise is detailed below:

- **Kirk Christ (the Parish Church)**  
Kirk Christ Church has seating for approximately 220 people.  
Toilets are located in the Churchyard.
- **St. Catherine's Church, Port Erin**  
St. Catherine's Church has seating for approximately 120 people.  
Toilets are located in the nearby Church Hall.
- **St. Mary's Church, Port St. Mary**  
St. Mary's Church has seating for approximately 160 people.  
Toilets are located in the nearby Church Hall.
- **St. Peter's Church, Cregneish**  
St. Peter's Church has seating for approximately 65 people.  
A disabled toilet is located at the back of the Church.  
A kitchenette is located in the vestry.
- **St. Mary's Church Hall, Port St. Mary**  
St. Mary's Church Hall has seating for approximately 65 people.  
Toilets are located in the Hall.  
The Hall has a kitchen with serving hatch. The kitchen facilities comprise: an oven, a 4-ring electric hob, microwave, fridge, crockery, cutlery and a variety of other utensils.

- **St. Catherine's Church Hall, Port Erin**

St. Catherine's Church Hall has seating for approximately 70 people.

Toilets (fully accessible) and baby changing facilities are located in the Hall.

The Hall has a new well-equipped, spacious kitchen with a serving hatch. The kitchen facilities comprise: a double oven, two 4-ring electric hobs, microwave, fridge, water boiler, crockery, cutlery and a variety of other utensils.

All the Churches are equipped with sound systems, which need to be requested on the booking form.

The Churches and Halls are only heated when in use. This is charged for separately and needs to be requested on the booking form.

A limited amount of car parking is available adjacent to the Churches/Halls but this is public land and space cannot be guaranteed.

## **How to Hire the Churches and/or Halls**

Please read the terms and conditions of the hire.

Please note that your booking will not be confirmed until a completed application form (attached) has been received and deposit paid in full.

### **For the hire of St. Mary's Church Hall:**

If you have any queries please contact Gerry Callister (474924), and send the completed form to: Gerry Callister, 60 Ballamaddrell, Port Erin, IM9 6BA.

Cheques should be made payable to *St. Mary's Ladies Working Party*.

### **For the hire of all other Church Buildings:**

If you have any queries please contact Gerry Callister (474924), and send the completed form to: Gerry Callister, 60 Ballamaddrell, Port Erin, IM9 6BA .

Cheques should be made payable to *Rushen PCC*.

The person signing the enclosed form will be regarded as the Hirer and will have ultimate responsibility for the event. The Hirer may not sub-let the Churches and/or Halls to any other person or organisation.

Cancellation of the booking will only be accepted in writing at least 7 days before the event. In the event of cancellation the deposit paid is non refundable. If the event is cancelled it is the responsibility of the Hirer to notify all interested parties of such cancellation.

## **Conditions of Use**

Users should use only those parts of the building and facilities that have been agreed.

Those using the kitchen should read all the notices displayed. Please note that kitchens must be left in the condition in which they were found. Any outside caterers being used must provide their own equipment, in addition to that already provided in the kitchen. All breakages must be paid for.

We expect users to leave the premises clean and tidy using the equipment provided. Time to do this should be allowed for in the booking time. Users must collect all their rubbish and remove it from the site.

Any furniture that has been moved must be returned to its original location.

Users must ensure that all participants have left the Church and/or Hall after their activity. They must supervise any child waiting to be collected until the responsible person arrives.

## **Safety and Security**

Users are responsible for their own safety, noting the position of all fire extinguishers and fire exits. Under no circumstances should fire exits be obstructed.

Any hirers using any sets, displays or equipment must ensure that they comply with the necessary fire regulations and there must be no naked flames within any part of the buildings. Smoking is not allowed anywhere within the buildings.

Users are responsible for providing their own first aid requirements. None of the premises have a public telephone, and hence it is advised that Users have a mobile phone for emergency use.

Rushen PCC does not accept responsibility for damage to any property or for the loss of property belonging to the Users. Nor can they be held responsible for any loss to the hirer due to any equipment failure. (A lost property box retains items for one month which will be disposed off after that time if not claimed).

While we try to ensure that the premises are always safe for public use, hirers are reminded that all activities should be evaluated and monitored to ensure minimum risk, and ensuring that those taking part act sensibly and responsibly while using the building.

## **Safeguarding and Insurance**

Where appropriate, users must have a Safeguarding Policy and use the Disclosure and Barring Service (DBS), formerly known as the Criminal Records Bureau Disclosure (CRB) Service.

Hirers are responsible for ensuring that all property belonging to Rushen PCC is undamaged and will indemnify Rushen PCC for the full reinstatement or replacement cost at the valuation of Rushen PCC in respect of any such repairs or the replacement of any property or equipment including lights and technical equipment. Hirers must obtain their own insurance to cover any such eventuality.

Rushen PCC accepts no responsibility for any claim arising whatsoever from any person present in any capacity at any event/function, exhibition or meeting. Accordingly, it is advised that adequate public liability insurance should be held by the Hirer in respect of any liability they may incur and such insurance should be sufficient to indemnify Rushen PCC and any officer, servant or designated official in respect of any liability they may incur to any third party that may arise out of the Hirer's promotion, conduct and management of the event for which the premises of Rushen PCC has been hired for.

## **Recording Events and Sale of Alcohol**

Rushen PCC does not have a Performing Right Society (PRS) licence. Those organising public performances are required to make a return to PRS. All royalty charges must be met directly by the user.

It should be noted that the recording and photography of events in the church buildings require the permission of the Hirer and Rushen PCC.

The churches/Halls belonging to Rushen PCC are NOT licensed for the recording of any events. Rushen PCC must be notified if the event is to be recorded and the Hirer must obtain the suitable licence.

The churches/Halls belonging to Rushen PCC are NOT licensed for the sale of alcohol and they MUST NOT be used for the sale of alcohol under any circumstances.

## **Other Conditions of Use**

Please note that nothing at all may be affixed to the walls, windows or doors of the Churches and/or Halls.

Please note that the Hirer, or another designated official(s), should be responsible for the entire event and should be in attendance throughout.

Any evening functions must be completed by 11pm and vacated by those in attendance shortly thereafter. Out of politeness to local residents in the area we request that upon exit noise levels are kept to a minimum.

Hirers should note that if Rushen PCC considers that any event or part thereof is likely to contravene any laws or is likely to offend public decency then the hiring will not be accepted. The aforementioned condition also applies during the event and if the designated official for Rushen PCC believes that a breach of the conditions may have taken place such designated official may cancel the event immediately and clear the area hired, without any liability upon themselves or upon Rushen PCC to refund monies paid by the Hirer or any person in connection therewith, including the attendees of the event.

If an exhibition is being staged Rushen PCC reserves the right to request the removal of any particular exhibit.

The Vicar and Wardens reserve the right to cancel a booking in exceptional circumstances, providing a full refund of hire charges for the cancellation.

By completing a booking form, the user indicates their willingness to comply with the above Conditions of Use.

## Categories and Charges

There are three categories for charges

- A: Schools and groups / organisations with no means of financial support;
- B: Private Individuals and Groups / organisations with regular financial support, subscription or other income;
- C: Commercial organisations, organisations with funding, and groups / organisations charging admission to events.

### Charges per session (i.e. morning, afternoon or evening)

	<b>Churches</b>	<b>Church Halls</b>
A:	Donation	Donation
B:	£40	£25
C:	£60	£35

### Heating charge for churches

£45 for the 1<sup>st</sup> hour – this includes up to 8 hours warm-up time; £5 for each subsequent hour

### Running past booking time:

If users run past their booking time an additional charge of £10 may be made.

**The balance** should be paid 2 weeks prior to the event. Failure to do so may result in the cancellation of the booking. In the case of regular use, payment may be made monthly or per term. Donations for Category A bookings may be sent after the event.

# Booking Form for Rushen Parish Church Buildings

Name of User / Organisation: .....

Contact Person: .....

Address: .....

.....

Telephone: ..... Mobile: ..... Email: .....

Purpose / Event: .....

Time of Event (in the case of concerts etc.): .....

Any other relevant information: .....

Anticipated numbers in attendance: .....

Detail any additional access required for the purposes of setting up for the event, and include time and date(s): .....

Please show **date(s)** and **sessions** required by completing the table below.

Date(s)	Building	Heat req?	Session e.g. morning	Cost
			<b>Total Cost</b>	<b>£</b>

I confirm that I have read and understood the Terms and Conditions of the Hire Agreement, and agree to be bound by it. I confirm that:

A Safeguarding Policy using the Disclosure Barring Service (DBS): Yes / No / Not Applicable \*

*\* Delete as appropriate*

Signed: .....

Date: .....

**Please return this form to:**

Gerry Callister, 60 Ballamaddrell, Port Erin, IM9 6BA.  
Cheques made payable to: *Rushen PCC*.

*Please read the accompanying Information for Users.  
Completion of this form indicates acceptance of the Conditions of Use.*