

Kingston URC Hall and Room Lettings Policy

Introduction

The halls and rooms (the “**Hall**”) that make up the Richard Mayo Centre and form part of the Kingston United Reformed Church (Kingston URC, registered charity number 1131880) are a significant part not only of the Kingston URC history but also of the Kingston community.

Kingston URC wishes the Hall to be a resource for the community, charities and local businesses of Kingston upon Thames as well as for its own purposes.

Kingston URC seeks positively to encourage organisations to use the Hall for community meetings and activities.

Terms and Conditions of hire

The Kingston URC has a set of Terms and Conditions of Hire that are applicable to all Church Hall bookings. These must be agreed upon in respect of every booking of the Hall. The person agreeing to the terms & conditions of hire shall be known as “**the Hirer**” and shall accept full responsibility of the terms and conditions. The Hirer must be a responsible adult.

The current Terms and Conditions of Hire are published on the Richard Mayo Centre website <https://mayocentre.org.uk/terms-conditions-of-hire/> and should be read in conjunction with this Policy.

The Hirer takes full responsibility for their activities while in the Hall. Adequate risk assessments should be carried out by the Hirer to ensure the suitability of the environment for the planned activity. This is particularly pertinent for activities with children and vulnerable adults.

Lettings Policy

The aspiration is that charitable organisations hire the Hall for more than 50% of the time. This is reviewed annually.

Preference will be given to organisations, individuals and causes which have an ethos and vision consistent with that of Kingston URC.

Kingston URC wishes to build partnerships and an on-going relationship with those using the Hall for mutual support and understanding.

Lettings of the Hall are divided into three periods: 09.00-13.00; 13.00-17.00 and 19.00-21.00. Hourly bookings will be at the discretion of the Centre Manager and charged at an hourly rate.

In general, commercial bookings will only be accepted during the hours 09.00 to 1700, six days a week (Monday to Saturday). Evening bookings will only be accepted if at least one of the following criteria is met, all at the discretion of the Centre Manager:

- Public service – e.g. health promotions
- Strategic relationship e.g. Royal Borough of Kingston upon Thames or NHS

- Financially viable e.g. polling station or wedding venue
- Self-stewarded events (as agreed with the Centre Manager)

All events are to finish by 10.00pm or at the discretion of the Centre Manager.

No halls or rooms are available for letting on a Sunday or bank holiday unless in exceptional circumstances.

The use of the kitchen is charged as an additional extra, as are other services such as the staging sections, projector, laptop and microphone. The use of the kitchen may be shared with church personnel. More details are contained in the Terms and Conditions of Hire.

Seating may be laid out for a Hirer's use at an extra charge.

The consumption of alcohol on the premises, provided it is in moderation, is at the Centre Manager's discretion. Hirers need to obtain a Temporary Events licence if they charge for alcohol during the booked event.

Bookings will not normally be taken for events likely to create noise or other nuisance to other users in the building.

The Kingston URC exercises a policy of non-discrimination by gender, age, race, religion or sexual orientation.

To ensure that Kingston URC is not seen to favour any political party, the Centre Manager is not able to accept bookings which promote any political party; neither is the Centre Manager able to accept bookings where the Elders' Meeting of Kingston URC (the Trustees) consider that such use or activities go against the ethos of the United Reformed Church or may cause offence to anyone on grounds of encouraging social division, whether based on faith, race, political viewpoint or any other reason.

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

Games of chance may not be held on the premises. Tombola and raffles are permitted only with the prior agreement of the Centre Manager.

Hirers arranging activities for children and young people or vulnerable adults must have a Safeguarding Policy and make use of the Declaration and Baring Service (DBS). If any incidents occur which may require further action to be taken, they must be reported to the Centre Manager.

Charges

Charge rates will be set at a reasonable rate, consistent with covering costs, providing a modest contribution to overheads (including paid staff) and maintenance costs. These are as set out on the Richard Mayo Centre website <https://mayocentre.org.uk/>

A discount of 40% will be given to UK registered charities.

Members of the Kingston URC church family wishing to make bookings for personal events (e.g. parties or wedding receptions) are eligible for a discount of 50%.

Current applicable charges will be:

- reviewed annually by the Centre Manager and approved by the Trustees in March of each year
- published on the Mayo Centre website

If the Hirer wishes to cancel the booking, cancellation charges as laid out in the Terms & Conditions of Hire will be applicable. The Centre Manger maintains discretion to waive the cancellation fee but shall be under no obligation to do so. Kingston URC reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the Kingston URC cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.