

Bennett Centre Frome - Lettings Policy

1. Preamble

The Bennett Centre is a community venue in the heart of Frome operated by St John's Church, which makes the spaces in the building available to community groups on a lettings basis. The hire fees we charge are to cover the costs of administering lettings and running the building.

2. Eligible hirers

Spaces are let to groups and organisations from the commercial, community and charitable sectors. Differential rates may be applied. See section 7 for prohibited activities.

3. Facilities available for letting

Space	Capacity
Great Hall	80 seated, 100 not seated
Randall Room	20
Upper Room*	12
Cloister*	60 not seated

* The Upper Room and Cloister are not yet available for letting.

Please note that the building is currently undergoing renovation and has no wheelchair -friendly access at present.

4. Equipment and facilities available

Chairs and tables – included

Piano – in Great Hall

Kitchen – usage must be agreed with the church administrator.

5. Booking, confirmation, variation, termination and payment process

Booking of space should be made through the church administrator, preferably by email initially to administrator@sjfrome.co.uk, but if necessary, by phone (01373 462325, Thursdays 9am to 11am only) or in writing to St John's Parish Office, Church Steps, Frome BA11 1PL. A contact name, email address and telephone number must be given at the time of booking.

A written confirmation of the booking will then be sent out, identifying the date, time, space and cost.

Should a date or time need to be renegotiated, this must also be done through the church administrator, and as much notice as possible is required in order to accommodate any changes.

If a booking has to be cancelled, then 7 days' notice is required. If 7 days' notice is not given, a late cancellation charge of 30% of the letting charge will be levied. This charge will be waived only in exceptional circumstances.

Termination of a regular booking requires one month's notice in writing to the church administrator.

For ad hoc bookings, payment for use of a space is required before the session. For regular bookings an invoice will be sent out usually at three-monthly intervals.

Payment can be made by

- BACS: the Bennett Centre's bank details are: Account name Bennett Centre Frome; Sort code: 60 08 31; Account number 25016490
- cheque – please make cheques payable to 'Bennett Centre Frome' and post to St John's Parish Office, Church Steps, Frome BA11 1PL.
- cash – please hand the sum over in person to the administrator and wait for a receipt to be issued. Please do not, under any circumstances, just post cash through the parish office letterbox.

7. Restrictions and prohibitions

The following are prohibited on our premises:

- Gambling unless prizes are modest, the main purpose is fundraising and the activity has been agreed by the management committee.
- Approaching members of the public on the premises in connection with campaigning, fundraising or sales activities unless agreed in writing by the management committee.
- Meeting in connection with any illegal activity.
- Smoking or vaping anywhere on the premises.

The Bennett Centre is located in a residential setting and this must be respected by the hirer and their guests. Late night noise and inconsiderate behaviour will not be tolerated.

8. Security

Regular bookings (activity not open to general public)

The hirer must nominate a keyholder willing to supply their name, address and telephone number. This person takes personal responsibility for:

- The security of the premises during the letting period
- Locking up and leaving the premises secure at the end of the letting period
- The safekeeping of the key provided – The Bennett Centre will impose a charge of £10 for each lost key.

Duplicate keys must not be made.

Ad hoc/irregular bookings

The hirer will normally be asked to collect a key and to return it the next day or by a specified time. This person takes personal responsibility for:

- The security of the premises during the letting period
- Locking up and leaving the premises secure at the end of the letting period
- The safekeeping of the key provided – The Bennett Centre will impose a charge of £10 for each lost key.

Duplicate keys must not be made.

Any variation on these arrangements must be agreed with the administrator.

If the security of the building is compromised during the lettings period, the hirer should contact Peter Connew on 07710 291324.

9. Responsibilities

Use of equipment and spaces:

The hirer is responsible for leaving hired spaces as they were found (e.g. restoring the original layout of furniture). We suggest that you take a photo of the layout before you move any furniture to ensure you can restore the layout correctly.

Electrical equipment

All electrical equipment brought into the premises by the hirer must be PAT Tested and labelled accordingly.

Damage

The hirer is responsible for the costs of putting right any damage which occurs to the premises, its equipment, goods or materials, which can reasonably be attributed to the letting activity.

Health and safety

The hirer carries primary responsibility for ensuring the health and safety of those involved in the letting activity, including members of the general public for events which are open to the public.

Should an accident happen during the letting period, when the Centre is open, the hirer must record the accident in the Accident Report Book kept in the kitchen and submit a written report to the church administrator as soon as possible.

Where a proposed activity involves unusual features, the hirer and a Bennett Centre representative should undertake a risk assessment.

The Bennett Centre carries responsibility for notifying the hirer of any significant or new risks presented by the premises themselves. It should be noted that renovation works are still in progress and may impact on the main elements of the building.

Safeguarding

Where an activity involves people aged under 18 or vulnerable adults as defined by the Independent Safeguarding Authority, the hirer must complete a declaration to confirm that its safeguarding arrangements comply with best practice.

Contents insurance

The Bennett Centre's insurance policy does not cover losses to equipment belonging to lettings groups.

Public liability insurance

The Centre's insurers (Ecclesiastical) limits cover to the policyholder's own activities. Lettings groups must therefore obtain their own policy cover.

Copyright/ performing rights

The Bennett Centre is not a licensed performing rights venue and the onus is on the hirer to ensure their compliance with all prevailing copyright and performing rights law, and to pay any fees due.

Alcohol licence

The Bennett Centre is not licensed. Hirers will need to arrange their own licence.

Rubbish

Where large volumes of rubbish are generated by the hirer, these must be removed from the premises by the hirer and disposed of legally.

Parking

At present there is no parking available at the premises.