



## CONDITIONS FOR THE LETTING OF ST GEORGE'S CHURCH AND ST GEORGE'S CENTRE

Customers who wish to hire the facilities of St George's Church or St George's Centre Ltd are required to do so under the conditions set out below.

### A. Bookings

1. Customers wishing to make a confirmed booking should complete, sign and return the booking form and return to: Bookings, St George's Centre, Great George Street, LEEDS, LS1 3DL or [bookings@stgs.org.uk](mailto:bookings@stgs.org.uk).
2. Arrangements to view the Centre can be made by phoning the Centre reception on 0113 383 2140, 9am – 5pm, Monday to Friday.
3. When making a booking customers are required to pay a 10% non-refundable deposit off room hire (minimum charge of £10).
4. The remaining balance will be invoiced post-event.
5. There is no onsite parking, however our website provides details of nearby parking available.
6. All prices listed on the website are for direct bookings only, not for bookings via a third party e.g. an agency.

### B. Health & Safety

1. Hirers must ensure that full supervision is provided during lettings and that proper risk assessments have been carried out where necessary. Neither St George's Centre Ltd or St George's Church will not be responsible for any claims which may arise as a result of negligence on the part of hirers.
2. Hirers should ensure that the premises are not left unattended at any time.
3. Hirers must provide adequate first aid cover.
4. Hirers may only use car parking spaces that have been allocated to them and are responsible for ensuring the compliance of customers in this respect. Most of the car parking spaces around the Centre are let commercially or have been designated as church staff parking spaces. No vehicle should block any entrance/exit.
5. All fire exits should be kept clear at all times.
6. Animals are not allowed on the premises except guide dogs.
7. Any electrical equipment brought onto the premises by the hirer must be PAT tested.
8. Organisers of activities for children and young people must have in place adequate child protection policies and should ensure that young people under 18 are supervised at all times.
9. St George's Church and St George's Centre Ltd has a NO SMOKING Policy. Please note smoking is prohibited in the grounds of the Church and Church Centre except in the designated smoking area.

### C. General Conditions

1. As the trading arm of St George's Church, St George's Centre Ltd are unable to take bookings from religious groups whose faith is different to that of St George's Church and who wish to use the premises specifically for religious purposes (e.g. worship).
2. The hiring times will be from the time that the first person requires entry until the time the last person leaves the church centre, and must include preparation and clearing up time.
3. Only the accommodation requested may be used. If other accommodation or equipment is used a charge will be levied.

4. Hirers must ensure that premises and grounds are left in a clean and tidy state after their use, that all litter is removed and where items of furniture or equipment have been moved they are put back in position. Any kitchen equipment used must be cleaned and put away.
5. Please contact the office on 0113 383 2140 regarding all catering facilities.
6. The hirer should bear in mind that the Centre is bounded by residential accommodation. Users of the Centre are asked to be mindful of the needs of residents and of other groups using the centre. Customers should ensure that all visitors enter and leave the premises quietly. Excessive noise may cause hiring to be terminated.
7. No booking shall extend beyond 10pm.
8. Alcohol may be consumed but not sold on the premises. Commercial gambling is not permitted.
9. Please be aware there may be other people using the Centre and also the kitchen and we would ask that you work safely and harmoniously around each other.
10. We request that no notices or posters are blue tacked or sellotaped to the walls of the Centre, as well as no items to be hung from the ceiling tiles. Confetti is prohibited.
11. We do not provide high chairs for babies.

#### D. Insurance and Damage

1. St George's Church and St George's Centre Ltd cannot accept responsibility for loss or damage to property within its buildings and grounds.
2. St George's Church and St George's Centre Ltd have insurance cover for liabilities which it incurs as a result of lettings but personal accident insurance and any insurance for liabilities incurred by hirers are the responsibility of hirers themselves.
3. The hirer shall pay to St George's Church on demand the cost of reinstating or replacing any part of the premises or any property whatsoever belonging to the Church, in or upon the premises, which is damaged, destroyed, stolen or removed during the period of hiring, by the Hirer.

#### E. Privacy Statement

1. Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as our payment system). We will always take into account your interests, rights and freedoms. Some of our processing is necessary for compliance with a legal obligation, particularly if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
2. Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.
3. Your personal data will be treated as strictly confidential. You have the following rights with respect to your personal data.
  - a. The right to access information we hold on you
    - At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
    - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
  - b. The right to correct and update the information we hold on you
    - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
  - c. The right to have your information erased
    - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
    - When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
  - d. The right to object to processing of your data
    - You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have

legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

- e. The right to data portability
    - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
  - f. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
    - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
  - g. The right to object to the processing of personal data where applicable.
  - h. The right to lodge a complaint with the Information Commissioner's Office.
4. If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Holly Youlton  
Email: [Holly.Youlton@stgs.org.uk](mailto:Holly.Youlton@stgs.org.uk)

#### F. Cancellation (*Temporarily Suspended*)

1. In the event of a customer cancelling a booking, St George's Centre reserves the right to charge the following costs:  
If the cancellation is made:  
*8-14 days before the hire date: 25% of the fee*  
*3-7 days before the hire date: 50% of the fee*  
*2 days or fewer before the hire date: the full fee*  
*A 10% non-refundable deposit to be paid with the booking form to confirm the room hire (minimum charge of £10)*  
The centre reserves the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances.
2. During the period from 12th March 2020 - 31st August 2020, St George's Centre will not charge for any cancellations, and will refund any deposits made for bookings between this period.

#### G. COVID-19 Temporary Agreement

1. All staff and visitors must comply with the following safety measures:
  - a. Wash their hands on arrival and regularly make use of the non-alcoholic hand gel available throughout the centre.
  - b. Register on arrival (name, phone number, and meeting).
  - c. Have a temperature check on arrival.
  - d. Wear a mask at all times when in St George's Centre.
  - e. Maintain a social distance of 2m where possible.
  - f. Follow the one-way system directed in the corridors.
  - g. Do not attend if they have shown any symptoms of the coronavirus in the last 48 hours.

- h. Report to either the organiser or to the Centre staff if they are showing symptoms of the coronavirus during their visit.
    - i. Report to either the organiser or to the Centre staff if since visiting St George's Centre in the last 48 hours, they are now showing symptoms of the coronavirus.
2. St George's Centre will provide the following service in accordance with government regulations:
  - a. All room layouts meet a social distance of 1.5m or more where possible.
  - b. All rooms and communal areas are deep cleaned at the start of each meeting.
  - c. If multiple meetings occur on the same day, we will ensure they have staggered arrival, break, and finish times to prevent traffic in communal areas.
  - d. All rooms and communal areas have non-alcoholic hand gel available at all times.
  - e. If a visitor arrives without a mask, a disposable face mask can be provided.
  - f. When setting up rooms and serving refreshments and catering, all staff wash their hands thoroughly before and after serving customers.
  - g. All communal areas have markings to remind visitors to maintain social distancing.
  - h. All staff will be available throughout the day to help guide people around the venue and ensure that visitors are maintaining the precautionary measures when onsite.

#### H. COVID-19 Cancellation

This temporary cancellation policy came into effect from 1st September 2020 which makes Section F temporarily suspended until the business is operating at normal capacity.

1. In the event of a customer cancelling a booking, St George's Centre reserves the right to charge the following costs:

*If the cancellation is made:*

*6 days or more before the hire date: 0% of the fee*

*5 days or fewer before the hire date: 10% of the fee*

*No deposit will be required prior to booking, however if the cancellation meets the above requirement, St George's Centre will invoice for the cancellation fee.*
2. In the event of a customer cancelling a booking, St George's Centre will allow the booking to be transferred to another date at no additional charge, provided there is availability.