

CONDITIONS FOR THE LETTING OF ST GEORGE'S EVENT VENUES

Customers ('the Hirer') who wish to hire the facilities of St George's Church ('the Church') or St George's Centre ('the Centre') are required to do so in accordance with the terms and conditions set out below. Please note that the contracting party for the Church and Centre is St George's Centre Limited.

A. Bookings

1. The Hirer wishing to make a confirmed booking should complete, sign and return the booking form to: Bookings, St George's Centre, Great George Street, LEEDS, LS1 3DL or bookings@stgs.org.uk.
2. Arrangements to view the Church or Centre can be made by phoning the Centre reception on 0113 383 2140, 9am – 5pm, Monday to Friday.
3. When making a booking, the Hirer is required to pay a 10% non-refundable deposit deductible from the room hire charge (minimum charge of £10).
4. The remaining balance will be invoiced post-event.
5. There is no onsite parking (unless specifically allocated), 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. None of the Church, the Centre or St George's Centre Ltd will be responsible for any claims which may arise as a result of negligence on the part of hirers.
2. Hirers should ensure that the hired room(s) 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. *(Please note, most of the car parking spaces onsite are let commercially or have been designated as 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 The Church and Centre have a NO SMOKING Policy. Please note smoking is prohibited in all areas of the Church and 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 is 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 group visitor leaves the room and must include preparation and clearing up time.
3. Only the hired space requested may be used. If other space 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.
5. Please contact the office on 0113 383 2140 regarding all catering requirements.
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 also of other groups using the Centre. Hirers 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 being hung from the ceiling tiles.
11. Confetti is prohibited, unless using biodegradable confetti, the use of which needs to be agreed with the Church or Centre.
12. We do not provide highchairs for babies.

D. Insurance and Damage

1. Neither the Church or the Centre can accept responsibility for any loss or damage which may occur within their buildings and grounds to any property belonging to the Hirer or any of their delegates.
2. The Church and Centre have appropriate insurance cover for liabilities which may arise from the letting of their facilities but personal accident insurance and any insurance for liabilities incurred by Hirers are the responsibility of Hirers themselves.
3. The Hirer shall pay to the Church or Centre on demand the cost of reinstating or replacing any part of the premises or any property whatsoever belonging to the Church or Centre, 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.

F. Safeguarding Children, Young People and Vulnerable Adults

The Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own, in which case please forward a copy for our records. Failure to comply with any aspect of Safeguarding Policy or Procedure may result in the hire being terminated without recompense to the Hirer.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults or the equivalent if you have your own guidance;
- you will provide the us with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current Church policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;

- you will immediately (within 24 hours) inform St George's Safeguarding Officer of:
- (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation and contact details for the person in your organisation who is dealing with it.
- (b) any known offenders against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the Church.

The Safeguarding Officer for St George's can be contacted as follows:

E-mail: safeguarding@stgs.org.uk

Tel: 0113 243 8498

Declaration:

By signing below, I/we agree to abide by appropriate safeguarding procedures. I/we understand that my booking agreement may be terminated and any hire fees paid will be forfeited in the event of my failing to comply with these procedures.

Please contact the Data Controller at dataqueries@stgeorgesleeds.org.uk 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.

G. Cancellation Fees

1. In the event of a customer cancelling a booking, the Church and Centre reserve 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 Church and Centre reserve the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances.

© St George's Church Leeds is part of the Diocese of Leeds, and the worldwide Anglican community.

St George's Church is registered with the Charity Commission for England & Wales, registered number 1131798

St George's Centre Limited is incorporated in England & Wales, registered number 8772012

Registered address: St George's Church, Great George Street, LEEDS LS1 3BR