



CONDITIONS FOR THE LETTING OF ST GEORGE'S CHURCH, HOLY TRINITY BOAR LANE AND ST GEORGE'S CENTRE

Customers who wish to hire the facilities of St George's Church Holy Trinity Boar Lane 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.
2. Arrangements to view the St George's Church, Holy Trinity Boar Lane or Centre can be made by phoning the Centre reception on 0113 383 2140, 9am – 5pm, Monday to Friday.
3. When making a booking for a full exclusive use of one of our premises, customers are required to pay a 50% non-refundable deposit off room hire.
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 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 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. St George's Church and St George's Centre Ltd have a NO SMOKING Policy. Please note smoking is prohibited in the grounds 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 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 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. 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.
11. Confetti is prohibited, unless using biodegradable confetti, which needs to be agreed with the Church, Holy Trinity Boar Lane or Centre.
12. We do not provide high chairs for babies.

D. Insurance and Damage

1. St George's Church, Holy Trinity Boar Lane 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, Holy Trinity Boar Lane 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, Holy Trinity Boar Lane or St George's Centre Ltd on demand the cost of reinstating or replacing any part of the premises or any property whatsoever belonging to the Church, Holy Trinity Boar Lane 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

The Parochial Church Council of St George's Parish 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.

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 unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish 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 the Parish 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 Parish Safeguarding Officer for St George's Parish Church is:

Name: ...Pauline Rhodes.....

Declaration

By signing below, I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

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:

G. Cancellation Fees

1. In the event of a customer canceling a room booking, St George's Church, Holy Trinity Boar Lane and St George's Centre Ltd 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 50% non-refundable deposit to be made for exclusive use of one of our venues.

St George's Church, Holy Trinity Boar Lane and Centre reserve the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances.

The Data Controller, Matthew Dransfield

Email: matthew.dransfield@stgs.org.uk

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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

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