Lettings Policy

All Saints Church Brixworth

2026



All Saints Church in Brixworth (a charity) has one lettable building on one site, the main Church building. The Church building is a Grade I listed building of national and international significance. Hirers must take all reasonable care to protect the building, its historic fabric, fixtures, fittings, furnishings and contents. No activity may be undertaken that could damage, alter, mark, stain or otherwise adversely affect the building or its contents.

Any proposed activity involving equipment, staging, lighting rigs, displays, decorations, catering equipment or other temporary installations must be approved in advance by the PCCs or Vicar.

The funds these lettings raise support our work in the community and help to maintain our buildings.

All bookings shall be made through the Church Administrator and will only be confirmed in writing following receipt of:

- a completed booking form;
- any required risk assessment;
- any evidence of insurance requested by the PCC; and
- the required deposit or hire fee.

All Saints Church Brixworth PCC reserve the right to refuse or cancel any bookings which are not in accordance with the Booking Policy.

Acceptance of a booking implies only the use of the building and during the times agreed as per booking form. Please do check that you have included setting up and clearing away times on the booking form. If you have not made provision for this you may not gain access to the building in time to set up your event as you wish or you may affect a booking following yours.

The hire agreement grants permission to use the premises only for the agreed purposes and times and does not create any tenancy or legal interest in the property. The PCC retains control of the premises at all times.

We reserve the right for the PCCs, their nominated representatives or the Incumbent, to enter the building at any time.

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Facility Available:

Room	Description	No of people	Charge	Extras
All Saints Church	Moderate size church, with 23 Fixed congregation pews. 45 movable chairs with hard surface. Choir stall with adjoining chairs. Excellent acoustics	155 peopleseated 38 peopleseated	£40 per hour for the first three hours and £20 per hour thereafter.	On application

Under the Hire Agreement paymentis to be made in full priorto the event,

Safeguarding:

Your attention is drawn to All Saints Church Brixworth Safeguarding POLICY STATEMENT (supplied) with regard to work with children and young people, which reads: "It is the responsibility of all members of the parish of All Saints Church Brixworth to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

We recognise that:

- The welfare of the child, young person or vulnerable adult is paramount.
- Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives
- All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
- Working in partnership with children, young people, vulnerable adults and their parents,carers and other agencies is essential in promoting their welfare."

You may see a copy of our Safeguarding policy here:
PCC Safeguarding Policy & Procedures 2022 Brixworth Church

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The Hirer confirms that the hirer has received a copy of the Safeguarding Policy (or has looked at the policy on the website, and read it), has an understanding of it, and undertakes to follow it or comparable equivalent guidelines and procedures (such as Scouting and Guiding national safeguarding policy) for the safeguarding of children, young people and vulnerable adults at the lettable premises.

THE FOLLOWING PROVISIONS ALSO APPLY:

- Leaders of hirers that are children's or young people's groups must have reached the age of 18 and have DBS enhanced disclosure certification which must be producedon demand. The Hirer is bound by the Children's Act.
- No adult will be left alone with a childor young person withoutthe opportunity of being observed by other adults.
- No child or young person shall be collected from, escorted from, or removed from any part of the church premises unless by a parent, legal guardian, or other person authorised by the parent or guardian. Appropriate records of collection arrangements should be maintained where applicable.Two adults need to be present with each group of children/young people.
- For mixed groups both male and female leaders are required.
- The Hirer confirms that appropriate safeguarding policies and procedures are in place for their organisation and that these comply with current statutory safeguarding requirements and relevant national governing body guidance.Harm' and has undertaken their recommendations in relation to their work with children and young people.
- Any safeguarding concern, allegation or incident occurring during the hire period must be reported immediately to the Parish Safeguarding Officer and/or the Vicar.

This applies to all bookings except for private party bookings where all those attending are guestsby invitation only.

Insurance:

The PCC's insurance policy does not cover the Hirer against personal liability and the Hirers are themselves responsible for ensuring that they have insurance cover sufficient for their needs. The Hirer agrees to indemnify the Trustees of the Church in the event of loss or damage to the Church premises or contents, and in the event of any claim being made for bodily injury or damage to personal property arising out of the use of the premises. Hirers conducting organised activities, public events, performances, commercial activities or activities involving children or vulnerable adults must hold appropriate public liability insurance, normally with a minimum indemnity limit of £5 million, and provide evidence upon request. The PCC reserves the right to require additional insurance cover where the nature of the event presents increased risk.

The PCC accepts no liability for loss or damage to users' property whilst on the Lettable Premises.

Who can hire the Church Building?

As a Church we ask users of the facilities to be in agreement with the ethical basis of the Christian faith and the Decisions regarding bookings will be made fairly, consistently and in accordance with applicable charity law, ecclesiastical law and equality legislation, while recognising the Church's legal rights and responsibilities as a Church of England parish.

The Hirer shall not be a person under 18 years of age

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Revised and update: 2026