

Dear Church Hall Hirer,

The Parochial Church Council has recently updated the Conditions of Hire and Use of St John's Church Halls. Amongst other things, the changes reflect the requirement which now exists to have clear rules in place, both regarding the safeguarding of children, young people under 18 years of age and vulnerable adults, and regarding the supply of alcohol.

I attach a copy of the revised Conditions of Hire and Use for your reference, and that of those in your organisation or attending your function or event. There are 3 specific things which hirers are required to do before any hiring can take place for dates on or after 1 January 2015, when these Conditions come into force, namely:

- Read the new Conditions of Hire and Use attached, sign the slip at the foot of this letter and return it to the church office;
- Take action regarding safeguarding as required at paragraph 13 of the Conditions, in all cases where children, young people under 18 years of age, or vulnerable adults, either will or may be present at the event, (which will almost invariably be the case). The church office staff will show you the copy of the PCC's Safeguarding Policy, or give you an extract to take away and read; and give you a form to sign to say you have read and will comply with the relevant pages, or to confirm that your organisation has its own appropriate safeguarding policies and procedures in place.
- Should you wish to supply alcohol, whether by selling it or giving it away, request an additional application form which requires you, among other things, to understand the principles of 'Safe from Harm' and Challenge 21'.

We have yet again decided not to increase our charges this year, and this has been possible because most hirers try to minimise the amount of lighting, heating and water that they use, as these all directly contribute to the costs we must pass on. So please be even more vigilant in the coming year.

Yours sincerely,

Cut along this line and return only the lower portion, fully completed

Church Office
St John the Evangelist, Churchdown and Innsworth
St John's Avenue
Churchdown
Gloucester
GL3 2DB

I (print your full name)..... of (name

of organisation if appropriate)..... have read and understood the Conditions of Hire and Use for St John's Church Halls, and will ensure that my party/organisation (delete as appropriate) comply with all the conditions.

Signed..... Date.....

