

Room Booking Policy

Droxford Community Hub (DCH) and Annex incorporating Wilfrid's Café

1.1 What's available?

The following facilities are available to hire/book on an exclusive basis:

- Small meeting room (max. 8 people).
- North Wing Chapel (café seating area) (24 seated or 40 standing).

***Note:** Exclusive use of the North Wing Chapel (café seating area) is not available when the café is open to the general public or when the church is in use for religious ceremonies (see Appendix A).

1.2 Who can book?

- Anyone living or working within Droxford and the surrounding areas.
- Charities and support groups particularly those with connections to the village and surrounding area.
- Authorities and support groups, e.g. Neighbourhood Watch, Citizens Advice, local Police, local authorities, health organisations etc.
- Local and common interest groups, e.g. mother & toddler, foreign language conversation groups, knit and natter, gardening clubs, etc.
- Local church/es.
- Local school/s.

1.3 Exclusions

Bookings will not be accepted from the following:

- Any organisation which, in the view of DCH, promotes racism or inequality in any form.
- Any organisation that has any involvement, direct or indirect, with pornography, gambling, tobacco or alcohol.
- Any organisation that might negatively impact on the reputation of DCH, the Church or the village of Droxford in general.
- Any person, group or charity that has previously caused damage to the facilities or have not left them in a clean and tidy state after use.

Note: DCH has the absolute right to refuse access to individuals or groups who fall into any of the above categories.

1.4 How much does it cost to hire the facilities?

- Charges will be kept to a minimum to ensure that no group or individual is excluded from hiring the facilities on the basis of price.
- Costs for hiring are primarily designed to cover basic costs of heat and light with a small contribution towards depreciation costs.
- Residents of Droxford will also receive a 25% discount on the prices below (deposit will not be subject to discount).
- **Small meeting room**
Half day (2 hours+) - £15
Full Day (4 hours +) - £25
Note: refundable deposit of £50 required to be returned providing premises are left clean and tidy and no damage to property or equipment has been identified
- **North Wing Chapel (café seating area)***
Half day (2 hours +) - £30
Full day (4 Hours +) - £45
Note: refundable deposit of £50 required to be returned providing premises are left clean and tidy and no damage to property or equipment has been identified
- If more than one area is booked, e.g. Meeting Room and North Wing Chapel for exclusive use, there will be a £100 refundable deposit required.

***Note:** Groups, clubs and individuals can use the café seating area free of charge on a non-exclusive basis whenever the café is open.

1.5 How do I book?

- Bookings must be made using the enquiry form on the website 'Bookings' page at <https://wilfrids.org/bookings/>
- No booking is deemed to be confirmed unless the booking has been made through the website and an affirmative response received.
- Bookings must be paid for at least seven days in advance either by cheques made out to 'Droxford Community Hub CIC Ltd' or by cash or credit card at the café.
- No refunds will be given unless at least 7 days' notice is given in writing of the cancellation.
- All bookings will be on a first come, first served basis and no group or individual will take priority with the exception of any special religious ceremonies, e.g. funerals.
- Bookings can be made up to 6 months in advance on a rolling monthly basis.

- In the unlikely event that it is necessary to cancel a booking due to a religious service taking place all reasonable efforts will be made to make suitable alternative arrangements but DCH cannot guarantee that suitable facilities will be available.
- Following booking confirmation, details for secure access to the keys will be sent to the hirer.
- Following the booking, the keys are to be promptly returned to the secure location. Keys not returned within 24 hours may result in a charge being made for either replacement keys or lock(s) as necessary.

1.6 Responsibilities

- There must be a named individual by the hirer who has responsibility for compliance with all relevant legislation and no booking will be accepted without a nominated responsible person.
- Whilst use of the kitchen with a room booking is permitted, the use of the coffee machine in the kitchen *is not permitted* at any time unless one of the voluntary team leaders from the café, who has been trained in its use, is present.
- Any damages or breakages to equipment, crockery, cutlery, glassware etc. will be charged in full to the hirer.
- At the conclusion of the rental period a hygiene and cleaning checklist must be signed as complete by the named individual. In general, the kitchen must be left in the same condition that it is found.
- The named individual is responsible for the activity or event must ensure that individuals attending an event are made aware of what to do in the unlikely event of a fire.

Church use of licenced premises

- Droxford Community Hub (DCH) CIC Ltd recognises the need for a close and co-operative working relationship with St Mary & All Saints Church.
- The PCC recognises that the café and community hub is for the benefit of everyone in Droxford regardless of their religious beliefs.
- It is recognised that the café and annex are an integral part of the church building and there are occasions when religious activities must take priority over the commercial operation of the café and associated facilities.
- St Mary & All Saints Church will therefore have free use of facilities for one hour before and up to 1.5 hours after any religious services (should it require such an option) and the café will not be open to the public during this time.
- DCH also recognises that there will be other church-related activities which may require the café and Meeting Room to be closed to the public, e.g. weddings and funerals.
- With the exception of funerals all commercial bookings will be honoured unless three months' notice is given by the PCC of a religious event or activity which might result in the temporary closure of the café / Meeting Room or the cancelling of a commercial booking.
- The PCC can make bookings with less than three months' notice but will not take priority over any existing commercial bookings already made. All facilities will be free of charge to the PCC providing they are for religious use (excluding the cost of any refreshments) to the church providing bookings are made through the booking system and confirmation has been received.
- All bookings should be made via the website at <https://wilfrids.org/bookings/> (with the possible exception of short notice church-related bookings, e.g. funerals).
- Free access will also be provided to named residents involved in decorating the church, e.g. floral decorations. Access to the kitchen to provide water for flower arranging by external providers, e.g. for weddings and funerals, will be agreed on a case by case basis.
- Conditions regarding the use of the facilities including the kitchen and coffee machine have been detailed in the Room Booking Policy.
- In order to facilitate access for regular users of the kitchen and annex, e.g. flower arrangers, a key will be deposited in a key safety box and the combination made known to them.