

Wheatley United Reformed Church

Use of Premises Pack

1 October 2026

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Wheatley United Reformed Church Policy on the Hire of Premises

- Wheatley United Reformed Church (Wheatley URC) offers the use of the premises to local organisations and individuals whose purpose is congruent with the church's vision and mission. <https://wheatleyurc.org.uk/about/vision/>
- Part of that vision and mission is to support the local community by allowing the use of their premises for community groups.
- A charge will be made for the use of individual rooms or the whole premises to cover running costs and contribute toward maintenance. A scale of charges for individual rooms is included in this pack (see section 5 *Schedule of Room Hire Charges*). The eldership will consider discounting or waiving the charge in cases of hardship. Such discounts to be agreed in advance.
- From time to time the premises are required by the church for such events as weddings, funerals, etc. Hirers will be given notice if such an event will conflict with their prior booking so that they can make alternative arrangements.
- The eldership will give priority when hiring to local community groups and charities.
- The eldership reserves the right to refuse to hire the premises to any individual or organisation for any reason. In particular the premises will not be hired to any individual or organisation whose purpose is commercial and not supportive of the church and local community.

Description of Church Premises.

Wheatley URC premises are a mix of historic and modern buildings on the corner of High Street and Crown Square (OX33 1UE) in Wheatley. They are owned by Wessex United Reformed Trust and managed by Wheatley United Reformed Church eldership.

The premises comprise 2 Halls (***The Sanctuary*** and ***The Hall***), and an annexe (***The Mulberry Room***).

General

There are 2 entrances, the main entrance on the corner of High Street and Crown Square and a separate entrance to ***The Mulberry Room*** annexe. The Mulberry Room annexe links with the rest of the premises by a short corridor with one step.

There are 2 toilets, both unisex, and with disabled access, one in the Mulberry Annexe and another in the main entrance lobby which also has a Baby Changing Table.

WiFi is available throughout.

Kitchen

The fully equipped kitchen has a 5 ring hob, two ovens, dish washer and fridge, electric kettles and coffee machines. Instructions for their use is on the wall and additional information in the top drawer behind the door.. Crockery and cutlery are available for general use but please do not use equipment in the Lunch Club cupboard.

The Mulberry Room

This is a multi-function room ideal for small groups. Size: 4.6m x 4m. Capacity: maximum 20 people

Furniture includes: 20 stacking chairs, 4 small tables, 2 nursery height tables, Whiteboard/Flip chart stand.

A range of cupboards concealing:

- kitchenette with sink , cups, glassware etc . boiling water tap for preparation of hot drinks.
- Remotely operated high level windows and blinds
- Smart TV/monitor, Sound system, BluRay/DVD player
- church office (church use only)
- Storage (church use only)

The Hall

This is a multi-function room ideal for larger groups. Size 9.7m x 5.3m Capacity: maximum 50 people

There is a hatch to the kitchen.

Furniture includes:piano, 3 pews (ranged around the walls), 32 stacking chairs

A range of cupboards concealing:

- 6 small folding tables, 6 large buffet tables
- Storage (church use only)

The Sanctuary

This room is ideal for AV presentations, small concerts, plays etc. Size 11.5m x 6.9m

Capacity: maximum 70 people

This is the worship space used for the church community every Sunday plus other times.

Furniture: communion table and 2 lecterns, electronic church organ, 7.5 pews, 40 chairs .

AV equipment, includes microphones and speakers, display screens and cameras. Use of this equipment can be arranged at additional cost and is subject to additional conditions.

NB The ***Gallery*** with the AV console is currently out of bounds for public access since the barrier is not up to current safety standards.

Wheatley United Reformed Church ('The Church')

Conditions Of Hiring Church Premises ('The Conditions')

1 In the Conditions:

- 1.1 *'The Application'* means the accepted application to hire premises.
- 1.2 *'The Owners'* means The United Reformed Church (Wessex) Trust Limited, Wheatley United Reformed Church or their Agent or Booking Secretary.
- 1.3 *'The Hirer'* means the person making the Application and any group / organisation for whom he / she is acting. Any liability under the Conditions of such person and such group / organisation shall be joint and several.
- 1.4 *'The Premises'* means the areas, spaces, facilities, equipment and parking spaces more particularly defined and agreed in the Application and the access provision thereto.
- 1.5 *'Rules and Regulations'* means any rules made by the Owners from time to time for the use of the Premises, including any shared areas or facilities.

Payments

- 2 The Hirer shall make all payments to the Owners in the manner and on the due dates agreed in the Application.
- 3 The Owners reserve the right to review and increase the Hire Charge(s) and Security Deposit payable pursuant to the Application.
- 4 The Owners will repay any Security Deposit to the Hirer without interest within 7 days of the last hire, less any deductions made by the Owners to cover any unpaid sums due under the hire and the actual or anticipated cost of remedying any breach of the Conditions.

Use of premises

- 5 The Hirer acknowledges that this hiring agreement confers permission to access and use the Premises only for the Purpose on the date(s), day(s) and times(s) agreed in the Application, the benefit of which cannot be assigned to any third party, and further that no relationship of landlord and tenant between the Owners and the Hirer or any other rights of occupation are created.
- 6 The Hirer is responsible for ensuring that not more than the number of persons agreed in the Application shall be allowed in the Premises at any one time.
- 7 Where keys-or access codes are issued to the Hirer, the Hirer acknowledges that the keys remain the property of the Owners; are for the use of the nominated keyholders only; are not to be copied or passed to any other person, and; where an access code is provided to the Hirer, that they must remain confidential and not be communicated to any other individual. Keys cannot be issued to anyone who has been convicted or cautioned concerning abuse of children, young people or adults at risk.
- 8 The Hirer acknowledges that the Owners give no warranty that the Premises are legally or physically fit for the hire.
- 9 The Hirer acknowledges that all persons using the Premises or bringing belongings onto the Premises do so entirely at their own risk.
- 10 The Hirer or another authorised person of any group / organisation for whom he / she is acting shall be present throughout the hire period to be responsible for the safe and efficient supervision of the Premises, including but not limited to the effective control of all persons present and the orderly and safe departure of all persons from the Premises in the case of an emergency evacuation.
- 11 The Hirer acknowledges that there is no parking provision on site except to the extent agreed in advance and in writing by the Owners.
- 12 The Owners reserve the right to enter the Premises and remain on the Premises during the hire at any time.
- 13 The Owners may put a stop to any hire which in their opinion is not properly conducted or does not respect the special status of the Premises, or which may interfere with the activities of the Owners or other hirers, or which may infringe any of the Conditions, or which might compromise the ministry and mission of the United Reformed Church.

Compliance with rules and regulations

- 14 The Hirer must comply with all Rules and Regulations where they have been provided to the Hirer either in writing or by email (see Section 4: 'Wheatley United Reformed Church Supplementary Rules And Regulations For Hiring').
- 15 The Hirer is responsible for complying with all laws and regulations relating to their use of the Premises and for obtaining and paying for any consents, licences (unless a relevant licence is already held by the Owners) and permits (which for the avoidance of doubt includes any Performing Rights Society Licence and Temporary Event Notice) required to lawfully use the Premises for the Purpose intended. Further to which the Hirer must also obtain any particular licences required for public / theatrical performances involving music, singing and dancing, and if copyright material is used or performed, the permission of the owner of the copyright.
- 16 The Hirer acknowledges that to comply with current legislation, smoking and the sale of alcoholic beverages are not permitted on any part of the Premises.
- 17 The Hirer acknowledges that pets and animals (except assistance animals) are not permitted in the Premises except to the extent agreed in advance and in writing by the Owners.
- 18 The Hirer must not bring into the Premises any contaminative or hazardous substances, or anything of an especially combustible, inflammable or explosive nature.
- 19 The Hirer must not display any form of external advertising at the Premises, except to the extent agreed in advance and in writing by the Owners, but may appropriately signpost their location during the period of a hire session.

Safeguarding

- 20 The Hirer is responsible for ensuring that when children, young people or adults at risk are present on the Premises because of the hire all legislation and best practice in connection with their safeguarding, supervision and safety is observed.
- 21 The Hirer is responsible for ensuring that children, young people and adults are protected at all times by taking all necessary steps and by having an appropriate insurance policy in place.
- 22 The Hirer must respond, record and report to the statutory agencies and to the Church Safeguarding Coordinator without delay every complaint/concern/investigation associated with the Hirer's activities on the Premises which suggests that a child, young person or adult at risk has been harmed or is at risk of harm. The Hirer must also cooperate with the Police and Children's and Adult Services in any investigation and inform the Church Safeguarding Coordinator of its outcome.
- 23 The Hirer must as a minimum follow safer recruitment practices for all staff and volunteers involved in leading their activities including all those who require a Disclosure and Barring Service (DBS) check for the role they are undertaking:
(See www.gov.uk/government/collections/dbs-eligibility-guidance).
- 24 The Hirer must abide by their own Safeguarding Policy if they are required to have one for the hire. In any event, the Hirer must as a minimum comply with Conditions 20 to 23 which are safeguarding good practice standards and which must be read alongside and applied together with the URC Good Practice guidance issued from time to time (see below).
- 25 The Hirer will provide a copy of their insurance and safeguarding policies, and other documents in accordance with URC Good Practice guidance, for information only, to enable the Church Safeguarding Coordinator to verify the existence of such documents. In providing a copy of their Safeguarding Policy, the Hirer will highlight those areas within the policy which specifically address Conditions 22 and 23. For the avoidance of doubt, the Church Safeguarding Coordinator in receiving a copy of the Hirer's Safeguarding Policy or insurance does not warrant to undertake a detailed review of the documents to assess the suitability of the documents, etc, or assume any responsibility for the Hirer's obligations under Conditions 20 to 24 whatsoever. The responsibility for implementing, maintaining and adhering to all legislation and best practice in connection with safeguarding, supervision and safety associated with the Hirer's activities on the Premises lies solely with the Hirer.

Safeguarding Key Contacts are listed in Wheatley URC Safeguarding policy posted on the noticeboard in the Mulberry Foyer

Public safety

- 26 The Hirer must abide by the Church's Evacuation and Fire Emergency Plan. Appendix A
- 27 The Hirer must not obstruct any means of exit from the Premises.
- 28 The Hirer must observe all relevant food health and hygiene legislation.
- 29 The Hirer must ensure that any electrical appliances brought onto the Premises are safe, in good working order and used in a safe manner.
- 30 All accidents involving injury must be recorded in the accident book and be notified to the Owners as soon as possible.

Repair, damage, insurance and indemnity

- 31 The Hirer is responsible for any loss or damage to the Premises (which for the avoidance of doubt includes its electrical installations) and for any loss, theft of, or damage to any property on the Premises (which for the avoidance of doubt includes any fittings or furnishings belonging to the Owners) arising out of the hire, or while persons are entering or leaving the Premises pursuant to the hire, howsoever and by whomsoever caused.
- 32 The Hirer is responsible for any loss, damage, injury or expense which may be suffered by or be done to or happen to any person, arising out of the hire, or while persons are entering or leaving the Premises pursuant to the hire, howsoever and by whomsoever caused.
- 33 The Hirer must ensure that no bolts, nails, screws, pins, spikes or other objects are driven into the fabric or furnishings of the Premises, and that no adhesive products are used on the walls of the Premises.
- 34 The Hirer must report any matters of potential interest to the Owners, such as damage, howsoever caused or arising from their use of the Premises, or their breach of the Conditions, whether directly or indirectly in any manner whatsoever.
- 35 The Hirer shall indemnify the Owners from and against any loss, damage or theft of any property, or any other demands, actions, proceedings, losses, damages, costs, expenses, claims and liability from any person, howsoever caused or arising from their use of the Premises, or their breach of the Conditions, whether directly or indirectly in any manner whatsoever.
- 36 The Hirer acknowledges the Owners' Public Liability Insurance does not extend to external hirings, that the Hirer is strongly advised to arrange their own Public Liability Insurance, and that the Owners reserve the right to insist that such insurance is arranged and a copy provided.
- 37 The Owners are not responsible for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction or Act of God, which may cause the Premises to be temporarily closed or the hire to be interrupted or cancelled.

End of each hire session

- 38 The Hirer must fully vacate the Premises by the time agreed in the Application.
- 39 Any property brought into the Premises for any reason arising out of the hire session or otherwise, must be removed at the end of each hire. The Owners shall not be responsible for any property left behind in any event.
- 40 The Hirer must not store any property on the Premises, except to the extent agreed in advance and in writing by the Owners. Where permission is granted, this is not intended to confer exclusive possession on the Hirer and no tenancy of the Premises is intended to be created. The Owners reserve the right to relocate stored goods at any time and for any reason.
- 41 The Hirer must at the end of each hire session return any borrowed or hired items, equipment and furniture to their original location.
- 42 The Hirer must at the end of each hire session ensure that the Premises are left in a clean, orderly and smoke free state. Failure to adequately clean the Premises and remove all rubbish arising from the hire may result in an additional charge for cleaning.
- 43 The Hirer must at the end of each hire session ensure that all lights and appliances are turned off and that the Premises are left securely locked (which for the avoidance of doubt includes the locking of all doors and windows).

Termination of hiring agreement

- 44 The Owners reserve the right to cancel any hire on giving not less than the Notice Period specified in the Application (except in the event of emergencies when less notice than the Notice Period may be given) and to cancel the hire at any time in the event of any material breach of the Conditions.
- 45 The Hirer must give the Notice Period specified in the Application to the Owners of any cancellation of the hire, otherwise the applicable Hire Charge(s) will be payable.
- 46 Service of such cancellation notices is sufficient if it is in writing or by email to the Hirer or to the Booking Secretary Owners' Agent.
- 47 The hiring agreement terminates on the specified End Date unless terminated earlier.
- 48 The Hirer must return any keys to the Premises which have been issued at the earliest opportunity following the end of the hiring agreement. A written receipt for the keys must be obtained.

Wheatley United Reformed Church Supplementary Rules And Regulations For Hiring Church Premises ('the rules and regulations')

Access and Security

The Hirer will be supplied with the keypad number for the main (blue) door. They may then unlatch the Mulberry Room Annexe entrance (glass door) from inside. Alternatively a key for the Mulberry Room Annexe may be supplied.

Entering the keypad number followed by the 'black dot' on the keypad sets the lock to 'unlatched' to allow other members of the group to enter. It is essential to **check the doors** are secure after final closing.

Parking

We do not have our own carpark. There is very limited on street parking in Crown Square (adjacent to the church). However there is free on-street parking nearby in Crown Road, Mulberry Drive, Farm Close Road and Beech Road. The nearest carpark is at The Merry Bells car park, 76 Church Road, Wheatley, OX33 1LZ.

Please respect the local community and park considerately avoiding obstructing access neighbouring properties or footways.

Heating

The premises are heated by a gas boiler situated in the cupboard in the corridor. The heating is controlled remotely and updated according to the booking schedule. Please do not attempt in any circumstances to change the temperature in any room.

Fire and Evacuation Emergency Plan

It is essential that exits from the building are unobstructed at all times. In the event of a fire ensure that the premises are vacated and call the fire brigade giving the postcode OX33 1UE.

The Assembly point is across Crown Square by College Farm.

There are fire extinguishers in the Mulberry Foyer, hall, sanctuary and kitchen and a fire blanket in the kitchen. There is fire information, including evacuation procedures, on notices in the corridor near the Mulberry Room and in the Hall. See copy at Appendix A. Please make yourself aware of these.

First Aid

There is basic first aid equipment in the kitchen and an accident book.

The nearest AED (defibrillator) is at the Merry Bells in the High Street (2min walk). Call 999 for emergencies or 111 for professional help if required.

Accidents or injuries must be recorded in the accident book and the booking secretary informed. For privacy please place the form in the Church Postbox in the porch by the Blue Door. Church Officers will note and file accordingly.

Storage

There are no spare storage facilities available for hirers in any of the church rooms and no items belonging to hirers must be left on top of cupboards or anywhere else on the church premises between sessions. Hirers must take all resources off site at the end of each session. Please do not place items on top of the cupboards.

Use of kitchen and Mulberry Room Kitchenette

The kitchens must be left clean and all equipment washed, dried and stored away after use. For good hygiene, hirers must use fresh tea towels (provided) and used tea-towels must be left in the linen basket provided. The hob and ovens must be left clean. No food should be left on the premises (even biscuits!). If food is brought onto the premises in advance (by arrangement) it must be clearly labelled and dated. The small kitchen food waste bin must be emptied into the larger food waste bin in the binstore outside the Mulberry Room.

Rubbish

There are bins in a kitchen cupboard and a separate bin for food waste. Please use the recycling bins as appropriate.

If these bins are full, the rubbish can be placed in the appropriate bins in the outside binstore through the Mulberry annexe door.

Cleaning

The premises are cleaned once a week. Hirers are asked to ensure all rubbish is removed and floors swept before leaving the premises. Brooms and other cleaning equipment can be found in the double-door cupboard in the hallway.

On leaving the premises

1. Please ensure all is left clean and tidy. There are brooms and a vacuum cleaner in the cupboard in the corridor.
2. Ensure that all lights and electrical items are turned off.
3. Remove all items brought including food (check the fridge).
4. Make sure that there is no one left in the church or toilets, taps are not left running and toilets flushed and no waste is left on the floor..
5. Ensure that the Mulberry annexe door is locked and when leaving by the main door that it too is locked by pressing the black dot. Check you have done this successfully by trying the door from outside.

Appendix A: Fire and Evacuation Plan

WHEATLEY UNITED REFORMED CHURCH**Fire Regulations for all users**

In the event of a fire, evacuate the building by either exit, whichever is safest to use and gather at the 'Assembly point'

Assembly Point: Lane across Crown Square between Friday Lane and Crown Road

All groups using the premises should appoint a **Fire Marshall**.

Responsibilities of the Fire Marshalls

1. To familiarise themselves with exit routines, manual call points and locations of fire extinguishers.
2. In the event of a fire to ensure that all persons are safely evacuated from all parts of the building including toilets and kitchen. There is a ramp in the cupboard alongside the step in the Mulberry corridor for wheelchair use when necessary. (Care should be taken as it is quite a heavy ramp). *Able-bodied persons must leave ahead of persons with limited mobility or in wheelchairs.*
3. Perform a head count before allowing people to disperse.
4. Call the Fire Brigade on **999** to Wheatley United Reformed Church, OX33 1UE.
5. Contact the Booking Officer and/or Church Secretary to report.

Location of Fire equipment

There are manual call points by the two exit doors.

There are fire extinguishers (both water and CO2) which are regularly checked, in the Sanctuary, hall and corridor by the Mulberry Room entrance. There are also fire blankets in the kitchen and the Sanctuary. Do not attempt to extinguish the fire unless it is safe to do so and the premises have been evacuated.

Contacts

Bookings: Pauline Shelley 07980 588672 / Chris Shelley 07835 157927

Church Secretary: secretary@wheatleyurc.org.uk - 01865 803859

Updated: October 2026

Appendix B: Entry and Exit

Wheatley URC Entry and Exit Instructions

The only way to unlock the church buildings from the outside is the main blue door.

The Code is ---- (will be supplied)

Once the door is closed, the door will again be locked from the outside, but when you need to exit, you only need to pull down the internal handle.

If you are expecting others for your meeting to arrive after you, you can press the 'Black Dot' on the keypad immediately after entering the code and that will leave the door 'on the latch'. Please bear in mind that anyone who tries to gain access to the premises whilst the door is 'on the latch' will not be restricted.

When leaving, please leave through the main blue door.
Press the "Black Dot" button to ensure that the lock is activated and close the door.

Please check the door is locked.

If you have unlocked the Mulberry door to give others access to the premises, please ensure the Mulberry door is locked from the inside before you leave.

Any problems or questions please contact: ---- (will be supplied)

Appendix C - Charges for Hire of Rooms 1 October 2026 –31 August 2027

Standard Rate

Typically most hirers will pay the Standard Rate:

Wheatley URC	Hourly rate
Mulberry Room Annexe (includes use of kitchenette for preparation and serving snacks ie hot and cold drinks, biscuits, cakes)	£10
The Hall (includes use of kitchen for preparation and serving snacks ie hot and cold drinks, biscuits, cakes)	£15
The Sanctuary (Minimum 3 hours)	£20

Reduced Rate

Those associated with the worshipping congregation and some local community groups may qualify for a reduced rate at the discretion of the elders.

Supplementary Charge

for use of the kitchen to prepare meals, parties etc £15

Security Deposit

At the discretion of the Booking Secretary

Cancellations

up to 7 days prior to a booking	no charge.
less than 7 days prior to a booking	charged in full.

Appendix D – Application Form

Wheatley United Reformed Church

Hire of Church Premises Application Form

***Please read the attached conditions of hire and then complete Section A and send it by email to bookings@wheatleyurc.org.uk or by hand or post to:
The Booking Secretary, Wheatley URC, High Street, Wheatley, OX33 1UE
who will confirm the booking by completing and returning Section B***

Section A**Application to Hire Church Premises**

This Application is made by / on behalf of:

To use: (the rooms and facilities required)

On the following date(s) / day(s) / times(s): (for example: this can be for specific dates or for a specific time each week / month, and (with the Owners' or Church's consent) and can allow for future dates to be separately agreed by email.)

'End Date': (no more than 13 months from the first use.)

For the following event / purpose ('the Purpose'):

- a) Title / type of event / purpose:
- b) Anticipated content / activities:
- c) Will food and/or drinks be offered? (please detail, noting that the premises do not have a licence to sell alcohol).
- d) Maximum number of persons anticipated to use the Premises on each hire:
- e) How many users will be children? If children are not accompanied by a parent or guardian please provide documentation as required in section 25 of The Conditions.

By making payment of the Hire Charge(s) and/or occupying the Premises the applicant hirer acknowledges that:

- 1 This Application is made subject to the Conditions of Hiring Church Premises ('the Conditions') [and the 'Rules and Regulations'] which have been read, understood and accepted by the Hirer and will be observed by the Hirer and all those persons using the Premises pursuant to this Application, but in the event of any discrepancy between the Conditions and the information in this Application, the provisions of this Application shall prevail.
- 2 The Hirer has read, understood and agrees to follow the Owners' Evacuation and Fire Emergency Plan (see Appendix A), and specifically agrees to appoint a Responsible Person for fire safety when using the Premises.
- 3 The Hirer has read, understood and agrees to discharge all safeguarding responsibilities set out in Conditions 20 to 25 and specifically agrees that the responsibility for implementing, maintaining and adhering to all legislation and best practice in connection with safeguarding, supervision and safety associated with the Hirer's activities on the Premises lies solely with the Hirer.
- 4 This Hiring Agreement is not intended to confer exclusive possession on the Hirer and that accordingly no tenancy of the Premises is intended to be created. The Premises remain under the control of the Owners' who reserve the right to enter the hired space at any time and for any reason. Where any temporary storage facilities are provided under this Application this is not on an exclusive basis and the Church reserves Owners reserve the right to relocate any stored goods at any time and for any reason.

Name of applicant Hirer in block capitals:

Position in group / organisation on whose behalf this application is made, if applicable:

Full address including postcode:

Telephone Number(s) (day) and (evening):

Email address:

Signature:

Date:

Booking Confirmation (Church Use)

Hire Charge(s):

Terms of payment: (including the due dates and acceptable methods of payment)

Payments

Online payments to be credited to:

Account Name:

Sort Code:

Account Number:

Quoting:

Notice Period: 7 days.

**Electronic signature or name of
Owners' Agent:**

**Wheatley URC Booking Secretary's
signature**

Date:

Hirer:
Owners: