

Terms and Conditions of Room Hire:

1. All events are to finish by 10pm, with the premises to be empty by 10.30pm, unless agreed otherwise. The premises will not be available to the Hirer before the beginning of the booking time and must be vacated 15 minutes after the end of the booking. If the hirer is entrusted with a key, we rely upon them only using the premises during the agreed periods, and if there is any need to use the premises for any reason outside the hours agreed, prior permission must be obtained.
2. The signatory and the organization in the application form will be considered to be the user and shall be held liable for any breach of these conditions.
3. We will normally charge by the hour for the use of the premises by external organizations and any overrun in use will be charged at the hourly rate; however, charges may be waived or reduced in exceptional circumstances and at the discretion of the Head of Operations and / or the trustees. We offer a 25% reduction for community groups.
4. A discount will apply to Church members in relation to the hiring of the Centre.
5. If the Hirer wishes to cancel the booking, the Head of Operations may, at his absolute discretion, refund any fees paid but shall be under no obligation to do so. The Head of Operations reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the Head of Operations canceling the booking, all fees/deposits paid by the Hirer shall be refunded.
6. Refunds for equipment failure will be considered only if it directly impacts on the nature of the hire, and provided that we are notified within 24 hours, or as soon as reasonably practicable.
7. We do not employ a full-time caretaker; therefore, the Hirer is responsible for all setting up and putting away any equipment used, unless agreed otherwise.
8. Any letting of the premises will require a responsible person to be present at the beginning and end of the letting period on each occasion that a letting is to take place, to check that the facilities are in order. The premises must not be left unattended during the period of the booking.
9. If a key is provided, then this must be safeguarded at all times and returned to the Head of Operations or representative at the end of the letting period or as soon as is reasonably possible. The keys shall not be copied or given or lent to any third party. If keys are provided, it is the Hirer's responsibility to ensure that all fire doors and windows are closed, all doors locked, and all lights switched off (including the toilets) at the end of the letting period.

10. Whilst the Church will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire, including the presence of a suitably qualified First Aider if necessary. First Aid boxes are located around the site. Any accident involving personal injury must be reported to the Head of Operations.
11. All entrances and exits must be kept clear at all times, and the approximate number of people attending must be declared at the time of booking to ensure that this does not exceed the maximum number allowed.
12. There are no public telephones on the premises; therefore, the Hirer must ensure that he/she has access to a mobile telephone in case of emergencies.
13. When children are involved in any activities of an external hirer, then all members of the team must hold an up-to-date enhanced DBS certificate and the group leader should be familiar with the church's current Safeguarding Policy available through our website.
14. A strict No Smoking Policy applies to all rooms (including toilets) in the premises. The premises are fitted with smoke alarms, which will be activated by cigarette smoke.
15. Alcohol cannot be sold in the building. The Hirer is not permitted to apply for Occasional Licenses for the sale of intoxicating liquor in the building. The church may, on occasion, permit the hirer to apply for such a licence.
16. Rubbish must be appropriately bagged and placed in the outside refuse bin. No food or drink must be deposited on the ground outside the premises or in the car park.
17. Right of entry to all parts of the premises is reserved to the staff and Trustees of the church and any officer of the Police, Fire and Rescue Service and Local Authority being on duty.
18. Parking is strictly for Church Staff and authorized users only. The Church can accept no liability whatsoever for cars parked in its car park and unauthorized vehicles may be required to be removed.
19. The Hirer must leave the premises in a clean and tidy condition. Losses, breakages and damage must be reported and paid for in full. Hirers may re-arrange tables and chairs in the premises, but must restore them to their original places immediately at the end of the letting.
20. The Hirer agrees to indemnify the Church against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the terms of this agreement.

21. Use of the kitchen in the premises must be separately approved. The kitchen may be used for the preparation of tea/coffee and refreshments by approved personnel and with the prior agreement of the Centre Manager. It will be the responsibility of the Hirer to provide the refreshment materials unless agreed otherwise in the Premises Hiring Agreement. It is the responsibility of an external Hirer to ensure that any persons using the kitchen are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. The kitchen should be left in a tidy state, and all kitchen utensils and crockery should be washed and put away at the end of the letting.
22. It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effected by the Church does not extend to a Hirer's liabilities. The Church accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises. The Head of Operations may ask to see evidence of your insurance cover.
23. The Hirer must comply with any legal requirement concerning music, singing and dancing licenses, theatre licenses and copyright. The Hirer shall be fully responsible for obtaining any such licenses or any other permission required, always providing that no such application shall be made without the approval of the Head of Operations.
24. Hirers must also have in mind the provisions of the Children's Act at any event involving children. Events for persons under 18 years of age must at all times be properly supervised by an adequate number of responsible adults, in accordance with the Children's Act.
25. The Hirer shall not use the premises for any other purpose than that specified in the Premises Hiring Agreement and is specifically forbidden to use or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose.
26. Failure by the Hirer to comply with any or all of the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the Head of Operations to be just cause for immediate cancellation of any letting or series of lettings and may result in forfeiture of the entire security deposit.
27. Bookings of the premises will be administered by the Head of Operations. This includes the acceptance and declining of bookings in consultation with the Trustees if necessary.