



DETAILS AND CONDITIONS FOR HIRERS OF ROOMS

The following activities are not permitted

1. We will not permit any dangerous, or contact sports, or those involving hard balls
2. We will not permit any alcohol, smoking or drug taking on the premises
3. We will not permit any activities such as gambling and other games of chance (including raffles).

Additional Charges

4. The letting fees are for the use of the room only and include 30mins before and after the booking to allow for setting-up and tidying up.
5. All other requirements will be quoted for accordingly (e.g. refreshments, catering, use of equipment and toys)
6. The kitchen and the Sound/AV systems are only to be used by experienced members of the congregation and we reserve the right to charge for their time.
7. At our discretion the kitchen may be used by those holding appropriate food safety certificates
8. Where a room requires considerable setting up prior to the booking, e.g. a wedding party, we reserve the right to make an additional charge to cover the period. This may also include lettings where a room is set up and unoccupied.
9. Additional charges may also be incurred where a room booking is outside our normal office hours and requires admittance by a volunteer.

Insurance

10. The hirer is required to hold Public Liability Insurance in respect of their activity and to indemnify the Church as a result of injury, loss or damage sustained. (If necessary the Hirer should seek advice from their own insurers).
11. The Hirer should provide their own insurance cover for any equipment brought onto the premises.

(Please note that in certain circumstances for non-commercial bookings it may be possible to include Public Liability Insurance within the hiring arrangements. This needs to be discussed at the point of enquiry)

Risk

12. The Hirer is expected to undertake their own risk assessment prior to the period of hire to establish that the premises are suitable for their purpose.
13. The Hirer should assume responsibility for persons who may be deemed to be at risk or may be a potential risk to others using the buildings. Where such persons need supervision, they will not be admitted to the buildings without an appropriate and responsible supervisor.
14. Where such a risk may be present, consideration of other users and their safety must also be assessed prior to accepting the booking
15. Where there are regular bookings by organisations representing clients, e.g. Supervised Contact, the booking details need to show names of all attending and include contact details of the supervisor.

Care of the Building

16. In order to preserve the oak floor in the main hall, no stiletto heels to be worn
17. Decorations, posters etc. must not be fixed to the walls. Please use screens or display boards
18. The Hirer must take all reasonable steps to prevent damage to equipment, rooms or the fabric of the building. Any damage must be reported to the church office to discuss reimbursement
19. All rooms should be left in a clean and tidy condition and rubbish placed in the Euro-bin in the car park.

Security

20. In order to comply with our Premises Licence, the Hirer shall ensure that all emergency exits are kept clear and that emergency procedures are understood.
21. The Hirer should take responsibility for ensuring the building is secure. During the period of hire, both the front and rear doors should remain closed. Where ongoing access is required, the Hirer is expected to make provision for attending the doors.

General

22. The rooms and facilities must not be sub-let.
23. Late night bookings, where there is music or entertainment must comply with our Premises Licence.

**THE HIRER IS RESPONSIBLE FOR COMMUNICATING THESE CONDITIONS OF HIRE TO THE PERSON(S)
USING THE FACILITIES**