

## Terms and Conditions

### A. Use of Premises

1. The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.
2. Sub-letting is not allowed under any circumstances.
3. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
4. You may not enter any parts of the building that have not been booked, nor use any equipment found on site, without prior agreement as part of the booking.
5. The church may be entitled at any time, on giving reasonable notice to the User, require the User to transfer, if possible, to alternative or comparable space or accommodation elsewhere within the building.
6. After the use of the accommodation, it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all lights are turned out and all doors and windows properly secured.
7. The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or equipment in the accommodation, and of any damages or spillages that occur during the event.
8. Smoking within the building is prohibited by law. The hirer is responsible for ensuring that this is complied with.
9. No alcohol is to be supplied or consumed without prior agreement. No alcohol can be sold on the premises without a temporary licence and soft drinks also being available. The licence needs to be submitted to the church prior to the event.
10. Hirers are responsible for ensuring that the noise level of their function does not interfere with other activities within the building or cause disturbance to our neighbours.
11. The User must not leave in the accommodation, any equipment, furniture, or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
12. No animals, apart from guide or other aid dogs are allowed on the premises without the permission of the Bookings secretary.
13. The hirer agrees to park considerately by keeping driveways and access clear at all times. If the church car park will not hold all cars for people at the event, please ensure parking is done in a way that is respectful and considerate for the neighbours of the church. This includes for drop-off and pick-up.

### B: Payment

14. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50, which deposit will be refunded within seven days of the hiring unless there has been any damage to the accommodation or the church's furniture or equipment for which the user is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
15. The User is responsible for all damages (other than wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation. The church reserves the right to pass on any charges associated with any loss or damage occurring during your hire period.
16. Money shall be paid directly to the church bank account via Internet Banking using the church bank details.
17. Any cancellations (other than in bad weather) should be notified to the church at least 7 days prior to the session date. Failure to do this could result in the charge still being due.
18. There may be an additional charge to cover staffing costs if the room configuration needs significant change.

### C: Health & Safety and Safeguarding

19. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation. The User will keep the church indemnified against any claims for which the church is not responsible.
20. The User will comply with general Health and Safety principles and will ensure that all those using the building are aware of appropriate safety procedures.

21. The User is responsible for the safety of their group during the hire period. Please report any accidents to the church so that they may be recorded. First aid equipment is available throughout the building.
22. Users may use the kitchen however no food should be left on the premises other than that agreed by the Church, all food must be in sealed containers. Users are responsible for ensuring that the kitchen is left in a clean condition. No children are allowed in the kitchen unsupervised.
23. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be kept clear at all times. It is the hirer's responsibility to ensure that all building users are aware of the fire exits.
24. The hirer is responsible for holding their own risk assessment if required.
25. Where the premises are to be used by children, the hirer agrees to comply with the Government's guidelines set out in the document ['Working Together to Safeguard Children'](#).
26. Where appropriate, the User agrees to holding an appropriate safeguarding policy and procedures which can be seen upon request.

## D: Legal Agreement

27. The hirer must honestly state the nature and purpose of the event as part of the bookings process.
28. The hirer agrees to use the building in such a way so as not to conflict with the purposes of the church, its doctrines, beliefs, and values. If unsure, speak with the church about your planned use.
29. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
30. Bulk bookings will be periodically reviewed.
31. The Church may terminate this agreement at any time and/or amend these terms and conditions.

## Pricing

Prices for all bookings are worked out on an individual basis and agreed as part of the booking process. The table below outlines what price we ask for based on the nature of the booking and the rooms requested.

User Description	Hall hourly rate	Church hourly rate	Small room hourly rate
We calculate costs differently depending on the nature of the user/event.	These include use of the kitchen. If your booking requires use of the church and the hall, you would be charged for both.		If you require multiple smaller rooms, you pay for each individually.
<b>Charities</b> (inc. community groups, other churches and charitable causes).	£10	£10	Free (if not in use)
<b>Church Member Events</b> (for those who are part of the church family).	£10	£10	Free (if not in use)
<b>Non-profit</b> (inc. children's groups and other NPOs)	£22.50	£22.50	£5
<b>Children's Parties</b> (birthdays, etc.)	£25	£25	£5
<b>Private Functions</b> (inc. profit making organisations)	£50	£50	£10