

# Room Bookings Terms & Conditions of Hire

*This document is to be read in conjunction with Acceptable Behaviour Policy,  
Church Safety Document, Room Hire Charges*

1. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50. The deposit will be refunded within ten business days of the hiring completion unless there has been any damage to the accommodation or the church's furniture and equipment for which the user is responsible and in which case the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.

2. The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.

3. The user is responsible for all damage (other than fair 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.

4. The accommodation may only be used by the individual/organisation and for the purpose and during the period indicated on the application form submitted to the church. This purpose must not conflict with the purpose of the church. No sub-letting is permitted.

5. The church may be entitled at any time on giving reasonable notice to the user to require the user to transfer if possible to alternative or comparable space and 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 hire period and the hirer must ensure that all lights are turned off, all windows properly secured, and that all taps are turned off.

7. The user must ensure that during the use of the accommodation no person smokes in the building and that no alcohol is supplied or consumed either in the building or on the grounds.

8. 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 reserves the right to charge a separate fee for the provision of any such specified and agreed storage facilities.

9. 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 and the user will keep the church indemnified against any claims for which the church is not responsible. It is therefore recommended that the hirer obtain his/her own insurance cover as appropriate.

10. The user has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.

11. The user will comply with the provisions of the church's health and safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures. If using the kitchen, the hirer will comply with all relevant food safety regulations.

12. Where the premises are to be used for activities that include children or vulnerable adults, the user agrees to comply with the appropriate statutory requirements and Government guidelines.

13. Bicycles shall not be brought into the building. There are cycle security bars located at the rear entrance to the church hall where they can be secured.

14. The church may terminate this agreement without notice at any time if there is a breach of these conditions by the user.

15. The church reserves the right to vary or waive charges in special circumstances.

16. The church, at its own discretion, may issue a key to the hirer, which must be kept and used by one person only. In the event of loss, replacement will incur a charge of £10.00.

17. If the user generates waste that is beyond the capacity of the church wheelie bin, any surplus must be removed from the premises.

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