



## **CONDITIONS OF HIRE FOR ALL LETTINGS: -**

### **1. GENERAL**

- Please tidy up the room(s) you have hired after use, including checking the toilets, replacing any temporarily moved items to their original places, wiping down tables and mopping, sweeping or vacuuming the floor as necessary. Cleaning equipment is to be found in the Cleaning Cupboard next to the toilets, with certain items also available upstairs for users of the Upper Room. If any additional cleaning costs are incurred as a result of your booking, then reimbursement will be required for these.
- The code for the Kitchen, Upper Room and Cleaning Cupboard combination locks is C1234. Please leave these doors locked/unlocked as you find them.
- Heating is controlled by a timer which is not accessible to users. However, thermostats may be adjusted as required, and the Main Space heater fans can be turned on/off individually at the switch by each heater. The extract/ventilation system in the Upper Room may be used to regulate temperature/ventilation. At the end of your hire period, please return switches to the positions you found them.
- Make sure that all equipment and lights are switched off and that all windows and fire-doors are secure before you leave.
- Any damage caused must be reported and paid for, and rubbish must be removed from the premises.
- Please report any deficiencies that you discover with respect to equipment or the premises.
- If there is an emergency concerning the premises or other incident involving the emergency services please contact a member of the Church Council immediately (see contact list in Foyer).

**2. CATERING** Use of the Kitchen and equipment is dependent upon its hire. Use of the upstairs refreshment cupboard is available to hirers of the Upper Room. Please supply your own kitchen linen (tea towels etc.). You must ensure that you are aware of current food hygiene regulations and comply with the relevant requirements for your group, including registration with the local authority where necessary. Please make sure that work surfaces and equipment are left clean. No perishable food is to be left on the premises. Children are not normally allowed in the Kitchen.

**3. WORK ON THE PREMISES/CHANGES TO BOOKINGS** We reserve the right to alter bookings with suitable notice in the event of work to the property, for a priority Church event (e.g. a funeral), or when the premises are required for use as a polling station. Where practicable, regular users may be asked to change rooms. Should temporary arrangements prove unsuitable, a reduction or refund of hire charges will be made.

**4. NOTICEBOARDS/ADVERTISING/DECORATIONS** Please use your group's allocated section of the internal noticeboards where applicable and use only pins as fixings. Posters and notices should not be added to any other noticeboards without permission, nor attached to walls, cupboard doors or windows. Fittings, fixtures or decorations of any kind are not permitted, other than temporary arrangements which require no permanent fixings that would damage or disfigure any part of the premises.

**5. SAFETY/ACCIDENTS** You are responsible for the safe conduct of your activity during the period of your hire, including carrying out a risk assessment for your specific activities. You should acquaint yourselves with the fire procedures which are displayed in the foyer. Exits must not be obstructed at any time. The maximum number of building occupants at any one time must not exceed 200 in the Main Space



and 40 in the Upper Room. Any electrical equipment brought on to the premises must meet relevant safety standards. All accidents must be entered in the accident book in the Kitchen, where there is also a first-aid kit provided. Please report use so that the kit may be replenished. Any major incidents must be reported immediately. Users should be aware there is no telephone in the building and mobile reception is poor. A public telephone box is located directly across the Main Street outside the Town Hall.

**6. INSURANCE/LIABILITY** The church public liability insurance does not extend to hirers. The Church Council accepts no liability for accidents, injuries, damage and/or loss of personal property whilst using the building. All users and groups hiring the building must ensure they have the necessary insurance to cover their own activities/liabilities.

**7. PAYMENT AND CHARGES** Hire charges are set by the Church Council and may be changed with reasonable notice. Payment of hire charges is required in advance unless otherwise agreed by the Church Council. Long-term hirers will inform the church of any dates that they do not intend to use their usual room(s).

#### **8. SPECIAL REQUIREMENTS**

- The Church reserves the right not to hire to groups whose beliefs are contrary to the Christian faith as held by the Methodist Church. In the event of a dilemma in this regard the Church Council's decision is final.
- As a Methodist Church we state, as part of our witness, that NO ALCOHOL may be brought on to the premises and that NO GAMBLING for financial reward is allowed. A restricted raffle (where the raffle is only incidental to the main event, there are no cash prizes, the total value of all prizes does not exceed £50, and tickets are only sold on the day when the draw is to take place) is permissible. Other amusements with prizes (e.g. guess the weight/name/number, tombola, rolling a penny, but not machines) are allowable but subject to the same conditions as raffles.
- NO SMOKING is permitted anywhere on the premises.
- The building does not have an entertainment licence. Hirers are responsible for obtaining any local authority or other licences necessary in connection with their booking, noting the restrictions above.
- A piano is available for use. Hirers must request permission if use of the organ, sound system or projector is desired. A damage waiver may be required.
- It is our intention that the building should be available for use by as many community groups as possible. The Main Space is fully accessible and there is a wheelchair-accessible toilet.

**9. SAFEGUARDING** All hirers will be given a copy of the local church safeguarding policy and must understand and undertake to follow it or comparable equivalent guidelines and procedures, for the safeguarding of children, young people and vulnerable adults while using the building.

**10. STORAGE** Storage space in the Meeting Place is limited therefore stores and general areas must not be used to store user-group equipment except with explicit permission of the Church Council. Lockable cupboards are provided in the Main Store and Kitchen for use by long-term hirers. The Church Council retains a right of access to these cupboards at all times and the locks must not be changed.



**Please complete and return this page to the Lettings Officer, to confirm that you/your organisation will comply with these terms and conditions.**

**Responsible Person's details**

**Name** .....

**Address** .....

**Telephone/email** .....

**About the Hire**

**Organisation**.....

**Purpose of hire**.....

**Time(s)/Date(s) of hire**.....

**Cost of hire**.....

**I confirm that I will comply with the terms under which this booking is made.**

**Signed (Hirer)**.....

**Date**.....

*Please keep a copy for your reference.*