

# Terms & Conditions of Hire



## Period of Hire

The period of hire is as set out in the Hire Agreement. It will only be changed upon agreement with the Church Manager or other nominated responsible person.

## Access to Building

The building is accessed by a keycode and will be provided prior to commencement of the hiring. This keycode is the sole responsibility of the person representing the organisation hiring the facilities. This code must not under any circumstances be passed on to anyone else.

Any part of the facilities not specifically being hired shall not be used without permission.

## Security of the Building

The security of the building lies with those who are hiring it and particular care must be taken to ensure that the premises are secured when each hiring period is complete. All others using the facilities and who have the right of access are provided with keycode access and under no circumstances should the premises be left unsecured on behalf of a third party.

## Condition of the Building

The premises are regularly cleaned and maintained. As a condition of hire, users are asked to leave the area they have used clean and tidy, as they themselves would like to find it. Any issues regarding the cleanliness or operation of the equipment should be drawn to the attention of the Church Manager at the earliest opportunity.

## Alcohol and Smoking Policy

The premises are not licensed for the consumption of alcohol. Smoking is not permitted within the premises.

## Fire Alarms & Emergency Escapes

All necessary provisions are made and users should make themselves and those for whom they are responsible aware of the location and operation of them.

## Termination of Hire Agreement

We reserve the right to terminate any agreement should the manner of usage not be in accordance with reasonable and acceptable practices. Other than the aforementioned when termination could be immediate, this agreement can be terminated by either party by giving four weeks' notice of intent. The intent should be in writing and confirmed by both parties.

## Hire Charges

From time to time it may be necessary to change the hire rates and reasonable notice will be given in that event.

## Insurance

It is the Hirers' responsibility to make all necessary arrangements for the appropriate Public Liability Insurance. We request that you send/email us a copy of your Public Liability Insurance document with your Room Hire Agreement Form. This documentation is required in order for us to confirm your booking.

## Licences

We are not responsible for obtaining any licences or permissions that may be relevant to the lessees' use of the building and we reserve the right to be provided with proof of such licences/permissions prior to confirmation of booking.

## Health and Safety

It is the Hirers responsibility to meet all current Health and Safety Regulations during the period of hire.

All accidents should be reported to the Church Manager and a record made in the Accident Book located in the Kitchen.

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