

CONDITIONS FOR THE USE OF THE CHURCH PREMISES

Hire times

1. The minimum hire time is 2 hours. When deciding how long you want to hire the premises for, you must allow for setting-up and clearing-up time, because your booking could be followed immediately by another.

Hire charge

2. The agreed fee for the use of the accommodation will be invoiced to you at the beginning of the calendar month in which the booking occurs. It must be paid within 30 days of receipt of the invoice.

Cancellation Policy

3. We operate a cancellation policy on a sliding scale:
 - i. If the booking is cancelled less than 2 days before the event then a 100% cancellation fee applies.
 - ii. If the booking is cancelled within a week of the booking date a 50% cancellation fee applies.
 - iii. If the booking is cancelled within a month of the booking date, a 25% cancellation fee applies.

Terms of Use

4. ABC, as a church, has the purpose of promoting, practicing and teaching the Christian faith. As such, the premises cannot be used in such a way so as to cause offence to persons who hold to the church's statement of faith, beliefs or doctrines or in any way which conflicts with those beliefs.
5. The church retains control, possession and management of the accommodation and the user is not able to exclude the church from the premises.
6. Arrangements to allow access to the premises will be made with the Church Life Director, and it may be necessary for the User to collect/return a key from the Church Office. Should any keys be lost, the cost of replacements will be charged to the User.
7. 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 that is occasioned in whatever way by the use of the accommodation.
8. 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.
9. 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 and accommodation elsewhere within the building.

10. The accommodation 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.
11. The User must ensure that, during the use of the accommodation, no person smokes and that no alcohol is supplied or consumed. The church is in a residential area so please show consideration for our neighbours if arriving early or leaving late.
12. 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.
13. 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 that 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. **Please note that family parties and other non-church activities are not covered by our public liability insurance, and responsibility for this lies with the user who is booking the premises.**
14. 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.
15. 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. The User should familiarise themselves with the position of emergency exits and fire appliances. Fire exits must be kept clear at all times. In the event of a fire, or any other threat to safety, the User is responsible for the safe evacuation of all people from the building and calling the emergency services.
16. First Aid kits are available in the main foyer, ground floor and 1st floor kitchen areas, along with accident reporting books. If there is an accident, please fill in one of the reporting forms, detach from the book and return to our office for safe-keeping. There are envelopes on our reception desk to put the form in (in order to maintain confidentiality).
17. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
18. We require all external groups working with Under 18's or adults at risk on church premises to:
 - provide confirmation of up to date safeguarding policy and procedures;
 - ensure all paid staff and volunteers have been subject to disclosure and barring service (DBS) checks, in line with national government guidance; see <https://www.gov.uk/government/collections/dbs-checking-service-guidance>; and
 - be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.