

## Terms & Conditions of Hire for the Church Premises

1. The letting fee, as quoted in the covering letter, must be paid at the time that the application is submitted. If the fee is not paid, the booking will not be confirmed. If, after paying the fee, the function is cancelled, then the payment will be refunded in full.
2. The Hirer is responsible for all damage (other than fair wear and tear) caused to the premises, its fixtures and fittings, and equipment.
3. The premises may only be used for the purpose indicated on the application form, and during the period indicated on the application form.
4. The premises including the kitchen and toilets, must be left in a clean and tidy condition with all furniture and equipment in the same position as the commencement of the hiring. The Hirer must ensure that all lights are turned off, all windows and doors are properly secured; and the key is returned as arranged.
5. The Hirer must ensure during the use of the accommodation, that no person smokes, no drugs or alcohol are supplied or consumed, and that the neighbours are not affected by noise or inappropriate behaviour.
6. The Hirer must not leave in the premises, 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.
7. The Church accepts no responsibility for injury or loss to person or property arising from the use of the premises, apart from such injury or loss which arises from the Church's responsibility for the general maintenance of the premises. The Hirer shall keep the Church indemnified against any claims for which the Church is not responsible.
8. The Hirer must notify the Church of any defect in the premises, or in any of the Church's furniture or other equipment.
9. The Hirer will ensure the premises are used in a safe manner, and that the *Emergency Evacuation Procedures* are studied and publicised (a copy of which is enclosed with your booking form and is available to download from the Church website).
10. The Hirer agrees to comply with the Church's *Safeguarding Policies*, which are available on the Church's website and on the noticeboard in the large hall.
11. The Church reserves the right to suspend or terminate at any time the letting without notice, but will make every endeavor to give reasonable notice. (By their nature, Funeral Services and Church Ministries will have to be accommodated at short notice).