



TERMS & CONDITIONS OF HIRE

- a) Name of Hirer: _____
- b) Address: _____
- c) Telephone: _____ d) Email: : _____
- e) Date of Hire: _____
- f) Time of Hire: From ____ to ____ . g) Total: ____ hours.
- h) Room(s) hired: _____
- i) Cost of Hire: _____

Deposit of [suggested £25] cash payable in advance to confirm booking. Please note that the maximum occupancy for the room(s) hired is: _____.

The full Cost of Hire to be paid 2 weeks prior to the Date of Hire, unless otherwise agreed.

This Agreement with the Managing Trustees of _____ (“the Church”) for the hire of the room(s) hired as noted in h) above (“the Premises”) within the Church (“the Building”) is subject to these Terms and Conditions of Hire (“the Hire Conditions”) for the period noted in e) and f) above (“the Period of Hire”).

Undertaking of the Hirer

The Hirer undertakes to ensure that they understand the Hire Conditions for the time being in force.

Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the Period of Hire to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions and any relevant licenses.

Responsibility of the Hirer

The Hirer shall be responsible during the Period of Hire for: -

- Being familiar with, and complying with, any guides provided for the use of the Building
- Ensuring that the Building is kept secure
- Supervising of the use of the Premises and the care of its fabric and contents
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons within the Building



- Ensuring that the Building (including foyer, kitchen, kitchen appliances and toilets as appropriate) is left clean and tidy with rubbish removed from the site at the end of the Period of Hire
- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Building is cleared of people, all lights switched off, and the building secured, except for any facilities or room or public area in use by other persons.
- Ensuring that they comply with all relevant legislation including risk assessments for all their activities in the Building
- Obtaining the prior written consent of the Church for the use of any temporary fittings and fixtures and also ensuring that they comply with Health and Safety guidance, in particular ensuring that any decorations used are not a fire hazard
- Ensuring that any equipment or electrical appliances brought into the Building and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that persons providing and preparing food hold the relevant certificates in respect of food hygiene, which compliance is the sole responsibility of the Hirer if food is prepared and served as part of the hire of the Premises.
- Ensuring that no animals (including birds), except assist dogs are brought into the Building, without prior written permission of the Church
- Ensuring that NO animals whatsoever enter the kitchen at any time
- Ensuring that no barbeques, LPG appliances or highly flammable substances are brought into the Building

Fire Regulations

The Hirer shall:

- Ensure that the Emergency Exit signs are kept illuminated at all times
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to the Church
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event
- Ensure that all fire exits in the Building are kept clear at all times.
- Ensure that the relevant entrances are not blocked with items such as buggies, wheelchairs or mobile scooters

The Evacuation Meeting Place is No person may re-enter the Building without the express permission of the Fire Brigade.

Use of Premises

The Hirer shall not: -

- allow others to use the Premises or transfer this Hire Agreement to another party.
- use the Premises or allow the Building to be used for any unlawful purpose or in any unlawful way or for any purpose contrary to that set out in these Hire Conditions
- do anything or bring onto the Building anything which may endanger the Building or render invalid any insurance policies in respect thereof.



- allow the use of drugs in the Building
- allow smoking in the Building.
- allow alcohol to be consumed on the Building.
- allow any gambling on the Building.

The Hirer:

- Must not contravene the law relating to gaming, betting, and lotteries
- Must comply with all conditions and regulations required by the Licensing Acts, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment.

Car Parking

Vehicles are parked at owner's risk and any car parking facilities must be used in accordance with any directions given.

Compliance with legislation relating to children or vulnerable adults

The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. **Child and Vulnerable Adult Protection Policies are the responsibility of the Hirer.**

Indemnity

The Hirer shall indemnify and keep indemnified each of the Managing Trustees of the Church and the Presbyterian Church of Wales against:

- the cost of repair of any damage done to any part of the Building including the curtilage thereof and/or the contents of the Building
- against all actions, claims, and costs of proceedings arising from any breach of the Hire Conditions
- all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer

Any damage to the Building is to be reported to the Managing Trustees of the Church as soon as possible. As directed by the Church, if any term or condition of this agreement is breached, or if there is loss or damage (including accidental damage), any costs incurred will be deducted from the deposit and any costs incurred over and above the deposit will be levied on the Hirer.



Insurance

The Hirer is responsible for ensuring that they have adequate and suitable liability insurances for the activities they undertake and for complying with the requirements, terms and conditions of such insurance.

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of the Church as soon as possible and complete the relevant section in the Accident Book. The Hirer shall ensure that the appropriate medical assistance is sought, or an ambulance is called.

The Hirer will be responsible for provision of qualified First Aiders as required.

Any failure of equipment, either that belonging to the Church, or brought in by the Hirer must also be reported to an authorised representative of the Church as soon as possible.

Stored equipment

The Church accepts no responsibility for any stored equipment or other property brought onto or left in the Building and all liability for loss or damage to such items is hereby excluded. All equipment and other property, other than that stored in the Building by written agreement, must be removed at the end of each hiring or storage period. The Church may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

No alterations

No alterations or additions may be made to the Building, and no fixtures may be installed, or placards, or other articles be attached in any way to any part of the Building without the prior written approval of the Church.

Acceptance

These Hire Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted the Hire Conditions.

Cancellation

Cancellation can be made up to two weeks prior to the Date of Hire with return of Deposit in full.



Additional Services.

Provision of Organist/Pianist /Minister by separate agreement.

Sign, print and date on behalf ofChurch

Sign _____ Print Name _____
Date _____

Sign, print and date on behalf of Hirer

Sign _____ Print Name _____
Date _____