

North Weald Methodist Church High Road, North Weald, ESSEX. CM16 6HW

HALL or ROOM HIRE AGREEMENT

TERMS AND CONDITIONS OF USE PLEASE ENSURE THAT YOU READ THIS DOCUMENT BEFORE MAKING A BOOKING.

1 Emergencies, Enquiries and Bookings, please ring 01992 522143.

2 The Hirer

In these Terms and Conditions the term 'the hirer' shall include the person signing or lodging the application and any person or organisation on whose behalf the application is made, all of whom shall be jointly and severally liable.

3 Deposit

The hirer must, if requested, pay a minimum deposit of £ 20 at the time of booking or at the time of receiving notification that the booking application has been accepted. Payment of an agreed deposit by regular hirers may also apply. After the agreed booking, the deposit will be returned to the user less the amount of any unpaid hire charges and any compensation for damage or breach of any of these conditions.

4 Cancellation

The hirer or the Church Council ("CC") may cancel the booking not less than 4 weeks before the booking date. In this case a full refund of all advance deposits and hire charges will be made.

5 Hiring Charges

(a) The hire charges should be paid to the Bookings Secretary by monthly, quarterly or annual payments or as agreed with the Bookings Secretary. All cheques should be made payable to North Weald Methodist Church. The Bookings Secretary will supply details of the hiring charges.

6 General Conditions of Use of Premises and Rooms (Premises) (maximum Hall capacity is 50 people).

Smoking and sale or consumption of Alcohol are not permitted.

Storage. You may only store items on the premises if space has been specifically allocated to you. Unauthorised items could be removed without warning.

The CC has an absolute right to refuse a booking. The benefit of a booking may not be assigned or transferred (in whole or in part) to any other person or party.

All bookings must end by no later than 11 pm. The user is responsible for the proper conduct of everyone, particularly children, using the premises during the period of use and shall do his/her best to prevent anyone causing an annoyance or inconvenience to other persons. In particular, the user must keep noise to a reasonable level, having due regard for nearby residents, and should keep the main doors to the premises closed. Parties with discos or live music groups are not permitted as licence we have no music.

For safety reasons children must never be allowed in the Kitchen.

The user must ensure that the terms of all statutes governing the preparation, serving or selling of food or governing persons working with or caring for children (including their engagement, supervision and training) are complied with.

All advertisements and publicity for functions held in the premises must clearly display the name of the person or organisation holding the function.

No nails or screws may be driven into the walls and fixtures of the premises. No notices or banners may be placed or displayed outside the premises without the previous consent of the CC or the CC's representative responsible for the premises.

The user is responsible for all damage done to the premises, including any fixtures or fittings during the period of use, whosoever may have caused the damage. All damage must be reported to the Bookings Secretary.

At the end of hire, the premises must be cleaned, floor vacuumed and all crockery washed up and put away and all tables and chairs returned to where they are normally stored. **Please note that it is the responsibility of the user to remove all rubbish from the premises, including the surrounding area. Ensure all room/hall heaters are switched off.** If the user fails to observe these conditions the CC may make an appropriate charge to the user.

The CC does not warrant that the premises is fit either legally or physically for the suggested use.

The user must ensure that the Race Relations Act 1976 and the Sex Discrimination Act 1975 are complied with .

If food is to be prepared, served or sold then the user must observe all relevant food health and hygiene legislation regulations. Ensure all taps and electrical appliances are switched off at end of hire and the refrigerator is empty.

7 Child Protection

6.1 The current Child Protection Policy is posted inside the entrance to the premises. Users are required to read this and ensure that they have their own Child Protection Policy and procedures that are consistent with these standards.

6.2 The user is required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring that all necessary Child Protection checks are undertaken. The CC accepts no responsibility for the user's failure to comply with these requirements.

6.3 Parties for children and young people must be supervised by at least two responsible adults at all times. The user is responsible for the proper conduct of children and young people attending the user's function and shall do his/her best to prevent any child or young person causing annoyance or inconvenience to other persons.

8 Protection of Vulnerable Adults

It is the responsibility of the user to ensure the protection of any vulnerable adults using the premises.

9 Parking

- (a) Users are advised that there are only seven parking spaces belonging to the Church premises.
- (b) All vehicles are parked at the owner's risk. The CC is under no liability to insure against loss, theft or damage to vehicles.
- (c) The emergency access to the premises must not be obstructed at *any time and must be kept free for emergency services.*

10 Fire and Emergencies

- (a) The user is responsible for calling the fire Brigade to any outbreak of fire, however slight, and for reporting this immediately to the emergency telephone number in para 1 above.
- (b) The user must ensure that all exits are unlocked and fire appliances in the premises are free from obstruction and available for use at all times during the period of use. The primary function is to evacuate the building – only use fire appliances on very small fires.
- (c) There is a public telephone situated opposite the premises on the High Road but we recommend that the user has a mobile telephone on their person at all times during the hire period.
- (d) Highly flammable substances, including gas cylinders, are not to be brought into or used in any part of the premises, nor are internal decorations of a combustible nature (e.g. polystyrene, cotton wool etc) to be erected without the consent of the CC. If electrical appliances are brought into the premises by the user then the user must ensure that these items are safe and in good working order and used in a safe way.

11 Insurance

The premises are only fully covered for any claims due to negligence on the part of the CC. Therefore the user is advised to take out its own Public Liability Insurance to cover any other claims which may arise in relation to its use of the premises and to protect your members and property.

12 Disclaimer

The CC, its trustees, officers or agents shall not be liable to the user or to any person using or entering the premises for personal injury or for damage to, loss or theft of any property brought into the premises, unless caused by the negligence on the part of the CC. The user shall indemnify the CC, its trustees, officers or agents against all claims made by, and liability to, any person in respect of such personal injury or for damage, loss or theft.

13 Rights of Access of the CC

The members of the CC and any persons authorised by the CC shall have the right to enter any part of the premises at all times during the period of hire.

14 The original copy of this policy has been agreed and formally signed by the North Weald Church Council on 5/3/2013 and the original copy is held by the Church Secretary, who can be contacted by email: wymanpaul@yahoo.co.uk A copy of this agreement is also posted on the notice board in the church hall.

I agree to all these conditions and agree to be bound by them.

Signed.....Name (print).....Dated.....

Organisation Address.....

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