

Bromley United Reformed Church

20 Widmore Road, Bromley, BR1 1RY Charity no: 1135594 Telephone: 020 8464 7674

Terms and Conditions for Hire of Rooms.

Together with your Booking form, these Terms and Conditions form the contract between the Hirer and Bromley United Reformed Church.

1. We will give you access to your room during the times you have booked neither before nor after – the time required for setting up and clearing away must be included in the booking period you have requested. The Church premises and any additional equipment hired (whether belonging to the Church or not) must only be used by the Hirer, and for the specific purpose agreed.
2. We will endeavour to provide you with your room as booked. However, we reserve the right to cancel, reschedule or terminate with good reason. In this case our liability will be limited to the value of the room hire already paid for any cancelled booking. Under normal circumstances either party must give one months notice in writing of intention to cancel a regular hiring agreement.
3. A deposit may be required when the agreement is issued (see booking form) and the balance is payable at least 7 days before each event. The agreed fee must be made by BACS or cheque in accordance with the conditions specified on your booking form. We reserve the right to cancel without notice if payment has not been received according to these terms.
4. Bromley URC is a registered charity, disbursing all income received in the operation of its charitable activities. Bad debts cannot therefore be tolerated and any monies owing will be pursued vigorously within the law.
5. The Hirer shall not sub-let the hired premises, in whole or in part. Any attempt to do so will result in the immediate cancellation of the booking, forfeiture of the deposit and charges paid, and the Hirer and sub-hirer excluded from the premises.
6. Any members or visitors to your event who arrive early may assemble in the Vestibule, which is a shared area. If you have the last booking of the day, all members of the Hirer's group must leave the Church premises promptly at the end of the booking time.
7. The Hirer must have a person in charge throughout the duration of the booking, assisted by a competent person instructed in dealing with any emergencies. Hirers are responsible for the considerate behaviour of all people they invite onto the Church premises and must ensure that any children or vulnerable adults are appropriately supervised at all times and particularly during any necessary evacuations of the premises.
8. Aggressive or abusive language or behaviour will not be tolerated on the Church premises, and anyone breaking this rule will be asked to leave the premises immediately by a member of staff or Church officer.
9. Smoking, including e-cigarettes, is not allowed on Church premises. Misuse of prescription and illegal drugs is not permitted on the Church premises at any time.
10. No alcohol is permitted on the premises. Any occasional variation of this policy must be specifically negotiated in advance with the Church Elders and any permission granted must be recorded in the hiring agreement.
11. No betting, gaming or lotteries are permitted on the premises.
12. If either the large kitchen or small kitchen is hired, the Hirer must ensure food hygiene legislation is adhered to. All items used are to be washed, dried and returned to correct cupboards and the kitchen is to be left clean and tidy.
13. Rubbish must be disposed of into the bins provided. If the bin is full the Hirer must seek help from the caretaker on duty.
14. Any music or other sound must be kept at a reasonable level and must cease by the conclusion of the event. The Hirer is responsible for obtaining any necessary music licence.
15. No material, decoration or other articles shall be fixed to any part of the Church premises.
16. The Hirer must ensure that all doors to and from the Church premises are kept unfastened, unobstructed and immediately available for exit during the whole time the premises are in use, and no obstruction shall be placed or allowed to remain in any corridor or driveway giving access to the Church premises. If the Hirer fails to observe and perform any one or more of the above stipulations Bromley United Reformed Church may cancel any other engagement for the premises that the Hirer may have made without incurring liability to the Hirer whatsoever.
17. If the Church premises are not left in a clean and tidy condition or any fixtures, fittings, furniture or other property are damaged in any way, additional costs will be charged and will be payable on demand.

18. Heating is the responsibility of Bromley URC. Hirers must not use any form of supplementary heating.
19. If we have space available, we may offer the facility to store a limited amount of equipment. Any stored items must be removed at the end of the period of hire and such storage is entirely at the Hirer's own risk as we accept no liability for any of your equipment stored on the Church premises.
20. The Trustees of Bromley URC accept no liability for the death or personal injury to any persons attending any activities within Bromley URC as a hired premises, or for any loss or damage to any property belonging to such persons.
21. Hirers must obtain their own insurance to cover all liabilities including public liability and for their own equipment.
22. The Hirer shall keep Bromley URC indemnified against any claims resulting from any incidents whatsoever.
23. The land outside the Glades Place entrance belongs to Bromley Council. On no account must any car park in front of the entrance on Glades Place. The nearest car parking is available in the Glades Car Park, the entrance to which is at the rear of the Church premises. Car parking in the small Church car park cannot be reserved for Hirers. Any concession granted is on the strict understanding that the Hirer returns the car park posts to the upright position on leaving.
24. Where applicable, i.e. groups for Children or Adults at Risk, the Hirer must have an appropriate Safeguarding Policy and Procedures or 'exceptionally' may ask to abide by the Safeguarding Policy and Procedure of Bromley URC.
25. Bromley URC has conducted risk assessments for fire evacuation and reminds all Hirers that whilst there is smoke detection and fire fighting equipment on site, the Hirer is responsible for:
 - Conducting his/her own assessment regarding the needs of the people attending the event them, including evacuation drills.
 - Ensuring such attendees are fully aware of the procedure for exiting the Church premises.
 - Ensuring attendees are aware of the need to alert other users of the Church premises should evacuation by required (raising the alarm).
26. In the case of emergencies (Fire, Medical Emergency or Criminal Act) the emergency services should be contacted as soon as possible. The Hirer must comply with the current Health and Safety Regulations. Any accidents or incidents however small must be reported to the duty caretaker or an officer of Bromley URC who will complete the mandatory documents.
27. Leaflets (maximum A5 size) may be left in the racks in the vestibule to advertise your event. Leaflets must not be put on the tables in the vestibule. Leaflets must not be posted on the boards in the vestibule: such material will be put up by the staff.
28. The Hirer undertakes to include the words "Bromley United Reformed Church" after the name of the Hall in any marketing material relating to the bookings on the premises. With prior permission, events can be advertised outside the Church premises during the times on your booking form. Any advertising so authorised must be removed at the end of the event.
29. The stage area of the Whitfield hall is not for hire, except the apron may be used as a platform for a speaker or demonstrator. No performances of song/dance/drama or instrumental playing are permissible. No additional lights or extensions from existing electrical light fittings shall be used and no existing circuits may be modified. Any infringement will mean that the event will be closed down immediately with no refund being made.
30. The hiring charge for the Whitfield Hall does not include the use of the sound system. If this is required, it should be booked separately. Exhibition space: please consult the Lettings Officer.
31. The official seating arrangement of the Chapel or the Halls must on no account be changed. All gangways and exits must be kept clear. No chairs or tables or other furniture items must be removed from the room hired or taken from another room to supplement the seating or tables provided without the approval of the duty caretaker.
32. No animals, other than registered assistance dogs are permitted on the premises during the hiring.
33. These terms and conditions are designed to protect both the Hirer and Bromley URC. Any breach by the Hirer will result in termination of the hire agreement without notice or compensation.
34. Any complaint should be addressed to a member or staff, the Church Administrator within three working days or if you still feel your complaint is unresolved by letter to the Church Elders.
35. The right of entry to the all parts of the Church premises is reserved to Bromley URC staff or officers at all times during the hiring.