

CONDITIONS OF HIRE

Conditions and regulations relating to the use of the premises at Handsworth Methodist Church



DEFINITIONS

- 'Premises' means the Handsworth Methodist Church.
- 'Property & Finance Committee' means the managing committee of the Premises and includes any Officer of that Committee. The term 'we' in this document means the Property & Finance Committee.
- 'Bookings Team' means the persons nominated by the Property & Finance Committee to manage the Premises in respect of lettings and use.
- 'User' means the individual person or persons applying to use the Premises for themselves, or on behalf of any organisation. The term 'you' in this document means the user.
- 'Period of use' means a period of continuous use of the Premises by the user, eg a single booking of a series of bookings.

BOOKING PROCEDURE

- 1) Initial enquiries may be made by telephone or email. Arrangements may be made to visit the premises in advance of making a booking. A member of the Bookings Team will provide an Application Form for you to complete together with a copy of the church's Conditions of Hire. The booking will be held provisionally for 7 days. Once the Application Form has been completed and the Hiring Agreement signed you should contact the member of the Bookings Team named on the Application Form and arrange to meet to pay the Deposit and Bond. The booking will then be confirmed. The person signing the Application Form and Hiring Agreement shall be considered the hirer.
- 2) We are a Christian church and as such expect those that hire the premises to respect the Christian ethos of the church.
- 3) You may not sub-let the Premises.
- 4) You must not advertise your event at the Premises until we have accepted your booking.
- 5) We may refuse any application without needing to give a reason.

USE OF PREMISES

- 1) The hall or room will only be available for the time booked; you should therefore allow time to prepare and clear up as necessary. Only those facilities booked in advance will be available. No use of any other part of the premises other than the facilities booked will be permitted, save for the means of entry and departure.
- 2) The only permitted use is for the type of event specified. If it is found that the hiring is or is likely to be of an objectionable or undesirable nature or not in accordance with the type of event specified or that the Hirer is otherwise in breach of any condition of this Agreement, this Agreement may be cancelled immediately by Handsworth Methodist Church without payment of compensation to the Hirer.
- 3) Alcoholic beverages must NOT be sold, consumed or brought on to the premises.
- 4) Gambling is not allowed other than:
 - a) raffles for which the tickets are only sold, and the results announced, at the event,
 - b) tombolas and amusements with prizes; providing the sum spent on prizes does not exceed £50 and no cash prizes are given.
 - c) Alcoholic beverages must not be included as prizes in (a) or (b) above
- 5) Smoking is not allowed on any part of the premises at any time.
- 6) Your use cannot extend beyond 10:30 pm unless this is noted on the booking form and accepted by the Bookings Secretary.

- 7) The hirer shall be responsible for seeing that good order is kept on the premises during the hiring and your use of the premises must not create excessive noise or any other nuisance to the neighbouring residents or other persons using the premises.
- 8) The licences that the church has cover church based groups only. The licences do not cover those who hire the premises and who might use material which is protected by copyright. The onus for complying with copyright law for people hiring the premises lies with the hirer not with the church. You must arrange any necessary licences relating to your intended use of the premises and accept all relevant statutory responsibilities for the event.
- 9) The hirer will be responsible for the registration and conduct of persons attending the function for which the Church has been let, including ensuring that Security, Fire, and Health and Safety requirements are met.
- 10) Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require NO permanent fixings which would damage or disfigure any part of the premises. Pinning or sticking (including BluTack or sellotape) material onto any walls or doors is not permitted.
- 11) You must not interfere with any of the equipment in the Premises. It is the responsibility of the hirer to ensure that electrical equipment brought into the premises by the hirer meets the relevant safety requirements. No unauthorised heaters may be used on the premises.
- 12) All furniture and equipment must be returned to its original position at the end of the event.
- 13) When you leave the Premises, you must make sure it is secure, all lights are off and heaters reset as you found them, the washing up is done and the rooms occupied and toilets are left clean and tidy.
- 14) Large amounts of rubbish must be removed from the building and disposed of by the hirer. Small amounts of rubbish may be placed in the appropriate wheelie bins outside.
- 15) Storage for the hirer's property normally cannot be provided. However, by prior agreement with the Property committee and at the hirer's own risk, it may be possible for equipment etc used for consecutive meetings to be left at an agreed additional fee.
- 16) Any damage or malfunction noted during your use must be reported to the Bookings Secretary immediately, whether caused during your booking or otherwise.
- 17) On occasion we may invite all users of the premises to meet to discuss improvements for the use of the premises. If required you may request a meeting with the 'Property and Finance committee'.

BANNERS ADVERTISING EVENTS

General

- All banners must be professionally made and be of weatherproof material.
- Banners may only be displayed on the hooks provided on either side of the church door. They should be made in such a way that they can be secured to the hooks at the top and at the bottom.
- A maximum of 2 banners can be displayed at any one time. Where there are requests for more than 2 they will be dealt with on a first come first served basis.
- All requests for banners are to be made via the Room Booking agent. Any banners displayed without permission will be removed.

Single Events

- Banners advertising single events can be displayed for a maximum of 6 days (Monday – Saturday) prior to the event.
- If the day of the event does not fall within the 6 day period a banner may be displayed on the day of the event.
- No banners will be allowed on Sundays.

Ongoing Events

- Banners advertising the start of ongoing events can be displayed for a maximum of 6 days (Monday – Saturday) prior to the event.
- From then on a banner may be displayed on the day of the event i.e. put up in the morning and taken down when the event finishes.
- In addition banners advertising specific events i.e. promotions, may be displayed for a maximum of 6 days (Monday – Saturday). A maximum of two of these banners will be allowed in a 12 month period.
- No banners will be allowed on Sundays.

CHILDREN AND YOUNG PEOPLE

If your event involves children or young people in any way then it is your responsibility to be familiar with the Home Office code of practice "Working Together to Safeguard Children" HM Government 2010, and have an understanding of it, and undertake to follow the said code of practice and the safeguarding children and young people policy of the Methodist Church in relation to work with children and young people under the age of sixteen years.

PUBLIC SAFETY AND ACCESS

- 1) We and any of the Emergency Services, can enter the Premises at any time without prior notice.
- 2) You must make sure the marked fire exits are operational and are kept clear at all times. The secondary lock (key operated on the inside) on both doors (front and side) must be unlocked whilst you are on the premises.
This is to comply with fire regulations and is a legal requirement. At the end of the event these should be re-locked to maintain security. Checks will be made at intervals to monitor this procedure.
- 3) You must provide adequate first aid materials appropriate to your use of the Premises. Any accident that takes place on the premises must be entered in the accident book located in the kitchen.
- 4) You must make your own arrangement if you were to require telephone assistance during the letting.
- 5) The maximum permitted number of persons allowed in the rooms is as stated in our general literature, or such other number as we agree on your application.

USAGE CHARGES

- 1) Charges will be made at rates that will be determined from time to time by the property committee and shall be liable to change with 3 months notification to the hirer.
- 2) For 'one-off' events or occasional use a non-returnable 25% deposit is required when a booking is made. Payment of the full amount must be made one week in advance of the date of the event.
- 3) Payments for multi-lets will be on a monthly basis.
- 4) For single event lettings the Church requires a bond of £50 which is payable when the booking is made and which will be refunded if the premises are left in a satisfactory condition at the end of the hire period. Should any damage etc be caused, the hirer is responsible for the full cost of making good the damage.
- 5) For those groups who regularly use the premises and receive their own key, the church requires a £10 deposit for the key. There shall be no unauthorised cutting of additional keys nor shall the key be passed to an unauthorised user.
- 6) Cheques should be made payable to 'Handsworth Methodist Church' and sent to the person named on the invoice.
- 7) If you cancel the booking then the level of refund is dependent upon the notice given; more than 3 weeks 100%, 1 to 3 weeks 50%, less than a week no refund can be given.
- 8) Very occasionally we may find we have to cancel a booking at short notice because they are required for use for an Election or Church purpose (eg funeral). In this case we will refund the relevant payments for that date, but this will be the limit of our liability to you.

INDEMNITY AND INSURANCE

- 1) We will not be responsible for the loss or theft of or damage to property belonging to you or any person attending the Premises.
- 2) It is the responsibility of the hirer to effect whatever insurance is required to cover their liabilities. Insurance effective by the Church Council does not extend to a hirer's liabilities. The hirer shall indemnify the Church Council in the event of loss or damage to the Church premises or contents or resulting from any claim made by any third party arising out of bodily injury suffered by them or damage to their property caused by the Hirer's use of the premises.
- 3) A long term hirer should certify that a public liability policy with an approved insurance company has a limit of at least £1,000,000 and provides indemnity in accordance with the above paragraph (2) and will remain in force during the whole of the hiring of the premises. (Note: this paragraph does not apply to occasional bookings of less than 3 times a year).
- 4) For occasional bookings of less than 3 times a year the church insurance policy covers this use.
- 5) If required, a copy of the hirer's insurance certificate must be shown with the booking form.
- 6) We will hold you responsible for the costs of any necessary repairs to the Premises/replacement of equipment arising from your use, including any consequential losses should the Premises be unusable as a result.

TERMINATION OF USE

You must only use the Premises for the purpose(s) we have agreed to, and we reserve the right, if we believe your use is improper, unseemly or undesirable, of immediately terminating your booking without payment of any compensation or refund of any payments made by you to us.