

Lodge Farm Church, Caerleon



Lodge Hill, Caerleon, Newport, South Wales NP18 3DL

website: www.lodgefarmchurch.org.uk

Church contact 01633 420800 February 2012

Terms and Conditions of Hire

Provisional bookings may be made by telephone but must be confirmed by signature of these Terms and Conditions of Hire within 7 days of the provisional booking, together with the agreed fee.

No charge is made for the hirer's cancellation of a one off booking made more than 4 weeks prior to the hire date. Hirer's cancellations of one off bookings made less than 4 weeks prior to the hire date will incur a 25% cancellation fee, unless mitigating circumstances are accepted.

1) Lodge Farm Church reserves the right to refuse or terminate any use or hire of the premises without explanation. Under normal circumstances either party must give one months notice in writing of intention to cancel a regular hiring agreement.

2) The agreed fee for the use of premises must be paid in advance.

3) No material, decoration or other articles shall be fixed, nailed or screwed to any wall, ceiling, doors or furniture of the building without the prior agreement of the Lettings Team. If, in the Lettings Teams opinion, the premises are not left in a clean and tidy condition, or any fixtures or fittings, furniture or other property are damaged in any way, additional costs will be charged and will be payable on demand.

4) The premises and any additional equipment hired must only be used by the hirer, and for the specific purpose as agreed

5) The hirer may not bring any electrical equipment or appliances into Lodge Farm Church for use unless agreed and PAT-tested previously

6) The premises must be left in the same condition as they were found, and chairs, tables and other equipment must be returned to their original place, unless your booking has explicitly included this in your booking charge. The hirer must ensure that fire exits are kept clear.

7) If the kitchen is hired then the hirer must ensure food hygiene legislation is adhered to. All surfaces must be cleaned after use. No food is to be left in the kitchen after use unless agreed by prior arrangement. Hirers are responsible for disposing of food/drink past its use by date. Hirers using church linen may do so as long as it is TAKEN AWAY laundered AND RETURNED within a week.

8) If the hirer wishes to bring food onto the premises for consumption, prior permission must be obtained from the Lettings Team.

9) The hirer must ensure that when leaving the premises all doors and windows are properly closed and secure, and all lights are turned off.

10) Heating of premises is the responsibility of Lodge Farm Church. Hirers must not attempt to vary the settings of heaters. The use of supplementary heating is not permitted.

11) Hirers are only permitted on the premises during the agreed hiring period; any other access must be agreed in advance with the Lettings Team.

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12) Should keys be issued to hirers they remain the property of Lodge Farm Church. Under NO CIRCUMSTANCES will the hirer duplicate any keys or allow them to be used by any person not approved by the Lettings Team. All Key Holders must have completed an "Agreement to Hold Keys" form before keys and Sentinel tag are issued.

13) Any requirement for on-site storage must be part of the written hire agreement. The hirer must remove any other equipment brought into the building on each occasion.

14) In line with national legislation (Smoking Ban) a no smoking policy exists in all areas of the building and must be adhered to; for more information regarding hirer's responsibilities visit

Lodge Farm Church also does not accept the misuse of drugs or other intoxicating substances on the premises and asks any hirer to adopt the same policy within its use of church property.

15) No alcohol may be sold or consumed or brought on the premises.

16) No betting, gaming or lotteries are permitted.

17) Except in the case of our negligence or willful default Lodge Farm Church accepts no liability for death or personal injury to any persons attending any activities within Lodge Farm Church as a hired premise, or for any loss or damage to any property belonging to such persons. Hirers should obtain their own insurance to cover all liabilities including public liability and for their own equipment. The hirer will keep Lodge Farm Church indemnified against any claims for which it is responsible and must be able to show evidence of having a third party insurance policy. This is particularly relevant to organisations, churches and anyone running events that are open to the public. A photocopy of a groups insurance policy and instructors policy must be submitted.

18) It may be necessary at short notice to ask the hirer to cancel or reschedule a hire period. Lodge Farm Church reserves this right.

19) Lodge Farm Church has conducted risk assessments for fire evacuation and reminds all hirers that whilst there is some smoke detection and fire-fighting equipment any hirer is responsible for:

- Evacuating the building and calling the fire brigade when the alarm sounds
- Conducting their own assessment regarding the needs of the people attending with them, including evacuation drills
- Ensuring they are fully aware of the procedure for exiting the building and assembly points

20) In the event of personal injury or accident, hirers must record this in the Accident Book located in the kitchen and notify the Lettings Team immediately. First aid kits are available in the Kitchen and any items used must be noted in the Accident Book.

21) Any music or other noise must be kept at a reasonable level and must be finished by the agreed time under the hire agreement.

22) It is the hirer's responsibility to obtain any entertainment licence that may be required, or any licence for the showing film scenes of 30 seconds or more, or a whole film. However, Lodge Farm Church does cover hirers for the playing of live or recorded music.

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23) Hire agreements will not extend past 23:00 hours Monday – Thursday, or 23:30 hours Friday and Saturday, or the time stated within the hire agreement. The booking period is inclusive of the hirer setting up, clearing up and vacating the premises. Please remember that other hirers and/or cleaners may need access immediately after your session. Overstays of up to 20 minutes may incur an extra half hours hire charge; overstays of 20-40 minutes may incur an extra hours hire charge.

24) Rubbish and recycling disposal: Please ensure all rubbish including food waste is disposed of properly. Hirers must remove their own refuse and recycling if at all possible. If there is no room in the bins at Lodge Farm Church we cannot accept further waste so require the hirer to remove the rubbish from the premises.

25) Hirers working with children, young people under the age of 18 years, and vulnerable adults, are required to agree to comply with The Children Act (1989) and the principles of the Home Office Document 'Safe from Harm' (as outlined in the Good Practice Guide or the hirers own policy document) or any future legislation regarding volunteers or employers.

26) In case of an emergency arising out of the use of premises please contact the Lettings Team on **01633 420800** or refer to signs around the building.

In cases of extreme emergencies (fire, criminal act) the emergency services should be contacted in the normal way and the Lettings Team informed as soon as possible.

27) Hirers must park carefully to allow access to emergency services. The disabled parking spaces must be used appropriately.

28) These terms and conditions are designed to protect both the hirer and Lodge Farm Church Please ensure they are adhered to. Any breach may result in termination of the hire agreement without notice.

Name of hirer:	
Organisation:	
Date / time of Hire:	
Address:	
Phone no:	Mobile No.
Email address:	
I Accept these terms and conditions	
Signed:	
Date:	