



QUEENSWAY CHAPEL AND HALL TERMS AND CONDITIONS FOR THE USE OF THE PREMISES

1. Introduction

This document should be read in conjunction with the separate list of fees and booking form. A signature on that form shows agreement with these terms and conditions.

2. Fees

The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a **deposit (cheque or cash or bank transfer) of £50**. If the hire agreement covers more than one occasion, the hire deposit may be refunded mid-term, in agreement with the administrator (subject to conditions below). For a one-off hiring, the deposit can be post-dated to the day of hiring and will be returned unbanked within seven days unless there has been any damage to the accommodation or the church's furniture and equipment for which the user is responsible and in which case the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage. If the total booking fee is less than £65 then payment in full is required. Any changes to this provision must be agreed in writing prior to the hire commencement.

On approval of the booking form, a retainer may be requested (in the case of a future booking) the hirer will be sent a final invoice within 1 month of the booking date. Payment can be by cheque, cash, or bank transfer (preferred) – The Queensway bank details will be on the invoice.

treasurer@queenswaychapel.co.uk

3. Control.

The church retains control, possession and management of the accommodation and the user has no right to exclude responsible members of the church from the premises.

There are items set aside for use by other clubs and hall users. The User has no right to play with or use these items - (for instance the toys used by the Church toddler groups)

4. Damage

The user is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment that is occasioned in whatever way by the use of the accommodation.

The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.

5. Notice

The church may be entitled at any time, on giving reasonable notice to the User, to require the User to transfer, if possible, to alternative or comparable space and accommodation elsewhere within the building.

The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.

In the instance of hire agreements lasting more than a month the church reserves the right to give two weeks' notice to terminate or amend the hire agreement if any of the hire dates conflict with unforeseen church activities.

6. Purpose

The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.

No activities that may be construed as forms of gambling are permitted on the church premises.

The premises should not be used for any activity that conflicts with the purposes, doctrines, and beliefs of the church. This includes New Age type meditation and relaxation, and martial arts.



7. Clearing

After the use of the accommodation, it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all lights are turned out and all doors and windows properly secured. If the heating has been boosted, then this must also be switched off.

Unless agreed in writing it is the User's responsibility for setting-out and clearing away of furniture and removal of significant amounts of waste. (Bin bags are provided)

The User must not leave any equipment, furniture, or articles of any kind in the accommodation unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities. Storage is at owners' risk as items are NOT covered by the chapel's insurance policy.

8. Injury or loss

The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible. As such the User is responsible for arranging their own insurances, licences, Child Protection clearance etc. The church reserves the right to decline, cancel without notice or curtail hire if the User cannot provide documentary evidence of compliance with this condition when requested.

9. Other

The user must ensure that during the use of the accommodation *that no person smokes* and that *no alcohol is supplied or consumed on the premises*.

The heating will be pre-set in accordance with your booking. No additional heating appliances may be used. The heating can only be boosted by agreement with the chapel -

No advertising of any kind may be put up anywhere on the church premises without prior written agreement from an authorised person.

No animals other than Registered Assistance dogs are allowed in the church premises.

Any behaviour which may be deemed as threatening or abusive at any time on the church premises will result in an immediate termination of any booking.

On first use, the user will be given a handover walk round and a copy of the building checklist.

10. Safety

Where premises are to be used by children or vulnerable adults, the User agrees to comply with the Government's guidelines set out in the document "Safe from Harm".

The User is responsible for familiarising themselves with the positions of the fire exits and firefighting equipment. In the event of a fire, the first priority is to evacuate the building and call the Fire Brigade. The User should take every precaution to prevent fire, and not to obstruct the emergency exits. Whistles are provided in the chapel and Hall to alert any occupiers of an emergency.

The User should record the details of any accident or incident occurring during their hire period which did or could give rise to injury or illness. This should be done as soon as possible after the accident/incident and in all cases before leaving the premises. The User will be notified of the location of Accident Sheets at the time of booking. The User should also notify the Church Office within 24 hours of all such incidents.

Electrical equipment belonging to the chapel will have been checked for safety (PAT tested). The hirer is responsible for the checking and safety of physical and electrical equipment brought in for their use - (e.g., Bouncy castle or disco or amplification equipment)

11. Contact details.

General enquiries can be made to administrator@queenswaychapel.co.uk 07918830198