



Christchurch Clarendon Park

Baptist • Methodist
Registered Charity No. 1148934
www.christchurchcp.org.uk

HIRE CONDITIONS and Information for Hirers (occasional hires)

1. The agreement

The payment of a deposit or the full hire charge is deemed to constitute acceptance of these conditions.

2. Payments

Payments for parties or other social events are required in advance. For other activities the trustees may agree to payment being made later.

Deposits: At the discretion of the trustees a cautionary deposit, shown on the booking form, is required. This will be returned after the event.

Deductions for cleaning or damage: The trustees reserve the right to withhold some or all of the cautionary deposit to cover costs such as extra cleaning or damage repair. Such work will be charged at cost plus an administrative fee of £20.

3. Alteration or cancellation

A cancellation fee of £20 will be made if an event is cancelled with less than 2 weeks' notice. Contact the lettings officer as soon as possible if you need to rearrange a booking.

In very rare circumstances the whole of the premises may be needed at short notice (e.g. for a funeral) or may be unavailable because of fire or flood. In this case we may need to ask you to delay or cancel your event. Our liability will be limited to the refund of any deposit or hire fee already paid.

4. Use of the premises

Unless you have been loaned a key, a key holder will meet you to unlock the premises and show you around, and will return at the end of the event to inspect the premises and lock up.

You may only use the rooms and facilities which have been agreed, for the stated purposes. Use of additional rooms will be charged for. You are expected to have left the premises by the agreed time. A charge of £30 will be made for late closing.

It is a fire safety requirement that the maximum number of people allowed in each room must not be exceeded. If the expected number increases we will try to offer you a larger room, if available.

The kitchen or kitchenette may only be used if agreed as part of the booking. They may be shared with another group using the premises. The cooker, dishwasher and waste disposal unit may only be used by prior agreement and after instruction.

The AV equipment in the Worship Centre may only be used by agreement and after instruction.

No intoxicants (which includes alcohol) or drugs are permitted on the premises.

Smoking or vaping are not permitted on the premises or on church property close to entrances.

Gambling is not permitted on the premises, with this exception: raffles, numbered admission tickets in return for a prize or tombolas are permitted, provided that

a) there are no cash prizes, b) no prize exceeds the value of £10 and c) no alcoholic prizes may be offered.

Animals are not permitted on the premises, except for guide dogs or recognised assistance dogs.

A car park is available for non-exclusive use. Bear in mind that there may be other users of the premises at the same time as you, who may also be using the car park.

While you are on the premises you are responsible for its security. The entrance doors must not be left unlocked while unattended. Designate someone to stay in the atrium while members of your event are arriving. Other external doors should only be used where there is a specific need.

No additional equipment, electrical or otherwise, may be brought on to the premises or used without permission. We do not accept liability for any loss or damage to property you bring on to the premises. Any property left on the premises without prior agreement will be held for 14 days for you to collect, after which it may be disposed of.

When leaving, please ensure that:

all furniture or other items are returned to their original places;

the areas you have used are left clean and tidy;

all rubbish is removed;

all equipment and lights are switched off;

all windows are closed and fastened;

you have not left any of your own property on the premises.

The key holder will return at the end of your event to check that everything is in order, record any damages, breakages, etc. and to lock up. The cautionary deposit will be returned if everything is in order. Should any damage occur the hirer is responsible for the full cost of making good the damage. If you have been loaned a key it is your responsibility to make sure all external doors are locked.

5. Religious worship

We welcome those of other faiths or none to use our premises. However, in line with our legal obligations under the Methodist Church Act and the policies of the Methodist Church, we are unable to offer any part of the premises for religious ceremonies other than Christian ceremonies. The trustees in consultation with the minister of the church must give permission for any proposed religious ceremony.

6. Safeguarding (i.e. protection of children and of vulnerable adults)

You must provide the trustees with a copy of your safeguarding policy, or agree to adhere to the church's policy. This is displayed on notice boards and on the website. A copy can be provided on request. Within your event, safeguarding is your responsibility. You must ensure that children do not wander into rooms you have not hired nor disturb or damage church property.

7. Health and Safety

It is your responsibility to abide by all relevant health and safety legislation, insofar as it applies to your activities.

No additional equipment, either electrical or otherwise, may be brought on to the premises or used without prior agreement.

Organisers should make sure that they understand where public liability insurance (PLI) is required, and have that insurance where needed. Business hirers are required to have their own PLI and professional indemnity insurance where appropriate.

Bouncy castles are permitted but it is your responsibility to ensure that the company providing this equipment holds the correct insurance and PIPA and RPII test certificates, along with proof that all equipment is PAT tested, including extension leads. The company must be a member of the British Inflatable Hirers Alliance and hold current public liability insurance. The company must supply crash mats or an inflatable landing area outside the bouncy castle to avoid injuries. We do not accept liability for any injury, however caused, through the use of these structures. An adult must be present at all times to monitor activity.

In case of fire...

If there is a fire you must call the emergency services and evacuate the building immediately. Once the emergency services have been called, please call the key holder to let them know.

The assembly point is the junction of Clarendon Park Road and West Avenue (turn left when exiting the church).

8. Accidents

Any accident occurring while you are on the premises must be recorded in the accident book, which is in the kitchen, behind the door, and the key holder informed.

9. Performing rights

The written permission of the trustees must be obtained if the premises are to be used for a 'performance', i.e. a concert, play, film showing, etc. to an audience (this includes a private audience such as the members of a society).

The organisers must obtain any required performing rights or copyright licences required for such a performance.

10. Data protection

Personal information you provide on the booking form or elsewhere in connection with hiring the premises will be used only for the purpose of managing the booking and will not be passed on to third parties. It will be retained by the church for a maximum of 12 months. A request for a copy of the information we hold may be made in writing or email to the church secretary. We will endeavour to respond within 2 weeks.

11. Liability

It is a requirement of our insurers that hirers shall indemnify the church against all claims, demands, actions or proceedings in respect of goods or clothing, or of the deaths or injuries of any persons which shall occur during the period of hire, provided that this indemnity shall not apply to any claim, demand, action or proceedings which arises out of the negligence on the part of the church, its officers or agents or from any defects on the premises. The church will accept no liability for any loss or damage to any property of the hirers whilst on the church premises.