

THORNHILL BAPTIST CHURCH

CONDITIONS FOR THE USE OF THE CHURCH PREMISES

Fees

1. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit cheque of £50, which deposit will be refunded within seven days of the final hiring if the hire agreement covers more than one occasion of hire (for a one-off hiring the deposit cheque 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 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 booking is less than £65 please send payment in full.**
Any changes to this provision must be agreed in writing prior to the hire commencement.

Control.

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

Damage

3. 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.
4. 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.

Notice

5. 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.
6. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
7. 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.

Purpose

8. 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.
9. No raffles or other activities that may be construed as forms of gambling are permitted on the church premises.
10. The premises should not be used for any activity that is in conflict with the purposes, doctrines and beliefs of the church.

Clearing

11. 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.
12. Unless agreed in writing it is the User's responsibility for setting-out and clearing-away of furniture and removal off-site of significant amounts of waste.
13. The User must not leave in the accommodation any equipment, furniture or articles of any kind 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.

Injury or loss

14. 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.

Other

15. The user must ensure that during the use of the accommodation that no person smokes and that no alcohol is supplied or consumed anywhere on the premises.
16. The heating will be preset in accordance with your booking. No additional heating appliances should be used.
17. The User will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures. The location of such documentation will be notified at the time of booking.
18. No advertising of any kind may be put up anywhere on the church premises without prior written agreement.
19. No animals other than Registered Assistance dogs are allowed in the church premises.
20. 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.

Safety

21. Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document "Safe from Harm".
22. The User is responsible for familiarising themselves with the positions of the fire exits and fire fighting 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, observe the Fire Alarm system and not to obstruct the emergency exits.
23. 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 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.