

## Church Premises Hiring Agreement for Parties

Name of Hirer / Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date of Hire \_\_\_\_\_ Times \_\_\_\_\_

Purpose of Hire/Event to be held \_\_\_\_\_

### Conditions of Hire

The hire charge for the event is **£...120**..... for 3 hour hire

The deposit of £100 is to be paid cash in person to the Church Office. This is refundable up to 1 week after the party on return of keys and subject to all the following conditions having been met.

The deposit will not be refunded if less than 48 hours' notice is given of cancellation of an event.

The premises are hired subject to the following conditions being met in full :-

1. The Church Council excludes all liability for any personal injury, consequent loss or damage, except that caused by its own negligence. Any third party brought in for the purpose of the party/event must have their own liability insurance ie Bouncy Castle Hire
2. **Safeguarding** - the hirer will have received a copy of LMC safeguarding policy, has an understanding of it, and adopts it as a minimum standard for the safeguarding of children, young people and vulnerable adults. There must be supervision by a minimum of two adults over 18 (preferable of both sexes) at all times. The hirer is responsible for ensuring that all entertainers have current DBS checks. Any Safeguarding matter must be reported to our Safeguarding Officer within 24 hours.
3. In the event of illness or injury on the premises please report this to the church office as soon as possible after the event and no later than the next working day.
4. The Hirer shall ensure that those using the premises are aware of the emergency exits which **must** be kept clear of obstructions at all times.
5. Fire instructions are displayed in each room. Hirers should familiarise themselves with these and in the event of a fire they should be followed.
6. **No alcohol may be brought onto the premises for any reason whatsoever. No smoking is allowed anywhere on the church premises.**
7. Raffles may only be held if (i) the Hirer holds a current Lottery Licence OR (ii) the total retail value of the prizes offered does not exceed £50.
8. No property owned by the Hirer (especially electrical items) is to be left on the premises without the permission of the office staff and any property left on the premises is left entirely at the risk of the Hirer. The Church Council excludes all liability for any loss or damage howsoever caused.

## LOUGHTON METHODIST CHURCH

9. All electrical equipment brought onto the premises by the Hirer should be in good working order, safe, PAT tested and compatible with the premises electricity supply. In the case of any doubt the Hirer should consult a qualified electrician.
10. The Church Council reserves the right to cancel a booking when the premises are required for a church activity. As much notice as is practicable will be given and it accepts no liability for any loss resulting from that cancelled use.
11. Hirers are requested to respect the privacy of the neighbours' and to not make too much noise when entering and leaving the premises.
12. There are very limited parking facilities to the rear of the church premises but there is a large public car park in Traps Hill opposite the church. Designated 'Disabled Parking Bays' are for 'Blue Badge' holders only.
13. Please report any problems or concerns in the first instance to the church office.
14. In case of emergency, or if the church office is closed, please contact Peter Medway (020 8508 5899 or 07742 910533) or Martin Howarth 020 8508 8644.
15. No pictures, signs or decorations are to be pinned or stuck to the walls, surfaces or cupboards. Nails, hooks, adhesive tape or drawing pins must not be used anywhere on the premises.
16. The Hirer is to ensure that children are supervised in using the toilets and wash basins.
17. After all creative activities e.g. painting, baking, etc. paint and other materials must be cleaned from walls and surfaces including the floor. Please note that the paper towels in the kitchen area are to be used only for hand drying and not for cleaning or drying anything else. The Hirer should supply materials for this purpose.
18. The Hirer will make good any damage to the building fixtures or furniture and losses to the premises during the period of the hire.
19. Hirers are expected, on completion of their event –
  - i) leave the premises in a clean and tidy condition ready for the next hirer (having used their own cleaning materials);
  - ii) Replace any furniture to its their original position with all stacked chairs close together, sideways to the wall;
  - iii) Empty refrigerators, clean cookers, worktops and tables as used;
  - iv) Turn off all lights, gas appliances, urn, etc. as used,
  - v) Ensure that all water taps are turned off and plugs removed from sinks
  - vi) Take all rubbish home with them**
  - vii) Vacate the premises promptly at the end of the allocated hire time;
  - viii) Ensure that all windows are closed and doors properly locked on departure.

**Signed** ..... **HIRER**      **Date**.....

**Signed** ..... **For LMC**      **Date**.....

**Approved**..... **LMC Safeguarding**