

Church Premises Hiring Agreement for Regular Hirers

Name of Hirer _____

Organisation _____

Address _____

Telephone _____ Email _____

Days of Hire _____ Times _____

Rooms to be Hired _____

Conditions of Hire

The hourly rate will be £.....
The charge for each period will be £ and this is payable
Weekly/monthly/quarterly/termly/ in advance /in arrears.

Any booking cancellations must be notified to the Church Office at least 1 month in advance or the booking will be charged for.

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

- 1) The Hirer should take out **Liability Insurance** a copy of the policy is to be attached to these signed Conditions of Hire which warrants that such insurance will be in place for the period of the hire. The Church Council excludes all liability for any personal injury, consequent loss or damage, except that caused by its own negligence.
- 2) **Safeguarding** - the hirer will have received a copy of LMC safeguarding policy, has an understanding of it, and undertakes to adopt it as a minimum standard. Any organisation working with vulnerable adults or children must have a Safeguarding Policy, and all leaders must have a current DBS clearance. Copies of which, with the Organisation's Safeguarding Policy, are to be attached to these signed Conditions of Hire. 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 no exceed £50.

LOUGHTON METHODIST CHURCH

- 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.
- 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) 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.
- 12) Please report any problems or concerns in the first instance to the church office. Out of hours emergency contact may be made to Peter Medway 020 8508 5899/07742 910533 or Martin Howarth 020 8508 8644.
- 13) No pictures, signs or decoration 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. No items are to be stacked or stored on top of cupboards or surfaces.
- 14) The Hirer is to ensure that children are supervised in using the toilets and wash basins. 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 cleaning materials for this purpose.
- 15) The Hirer will make good any damage to the building fixtures or furniture and losses to the premises during the period of the hire.
- 16) Hirers are expected, on completion of each session to –
 - i) leave the premises in a clean and tidy condition (having used their own cleaning materials);
 - ii) Replace any furniture and fittings to 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) Place all rubbish in the bins provided or, where the bin is full, place all rubbish in the large bins in the Church carpark
 - 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 Officer**