

## **REIGATE PARK CHURCH HALL AND ANCILLARY ROOMS TERMS AND CONDITIONS APPLYING TO LETTINGS**

1. Reigate Park Church shall use its best endeavours to make available to the Hirer the agreed facilities (including lighting and heating) as required for the duration of the letting period, provided that if the Church is unable to make them so available the letting may be cancelled and the letting fee refunded. The Church shall not be liable for any loss incurred by the Hirer as a result of any event rendering the Premises unfit for use or which may cause the Premises to be closed or the Hiring to be interrupted or cancelled.
2. In the event of cancellation by the Hirer, the deposit will be refunded in full if notice is given up to 4 weeks prior to the event. If less than 4 weeks notice is given the deposit is non-refundable.
3. A returnable deposit of £50 will be taken for one-off bookings. We reserve the right to retain this for any legitimate reason e.g. should a booking not adhere to the timings of the booking or they do not leave the premises clean and tidy.
4. A minimum of 2 working days notice must be given to cancel a booking.
5. Under normal circumstances either party must give three months notice in writing of intention to cancel a regular hiring agreement.
6. The Hirer shall not be entitled to use the Premises hired and its facilities for any function or in preparation for any function before the beginning of the letting period. The Premises and car park must be vacated by the end of the letting period and left in a clean and tidy state. The Hirer must remove all equipment, food, and other articles brought in connection with the letting. The Hirer shall, as soon as reasonably practicable after the end of the letting period, inform the Church and Community Manager of any damage done to the Premises hired and its facilities or to any equipment therein including the use of any fire extinguishers (whether in the event of fire or otherwise), and shall indemnify the Church for the cost of repairing and making good such damage.
7. The Hirer shall use only the Premises specifically hired, including the agreed access thereto, and shall not use any other part of the Premises. The Hirer must adhere to the commencement and finishing times specified in the booking agreement.
8. The Hirer may not make any alteration in the decoration of the Premises or affix anything to the walls, doors, ceilings or curtains in the Premises without prior permission of the Church. No substances whatsoever are permitted to be used on the floor of the hall.
9. The Hirer shall be responsible for: (a) any necessary preparation of the Premises hired and its facilities, including the arrangement of chairs and other like matters; (b) replacing any chairs, tables and other items of equipment which have been moved during the period of the letting, sweeping up the floors, cleaning up as necessary any liquid etc. spilt on the floor, and leaving the Premises hired and its facilities, including in particular the kitchen, clean and tidy before the end of the letting period. All rubbish must be placed in bin liners provided by the Hirer and removed from the Premises. The Church withholds the right to charge the hirer for disposal of rubbish. If a deposit has been paid, part of the deposit will be withheld. (c) turning off all lights, ensuring sink taps, and electrical items used i.e. kettle, dishwasher and urn have been turned off.
10. Consumption of food and drink is not permitted in the Church or the foyer.
11. The Hirer shall allow access to the Hall and its facilities to Police Officers on duty, persons authorised by the Licensing Authority to inspect the Premises, representatives of the Church, the Hall Caretaker and the Church and Community Manager.
12. The Church will be under no liability for any damage or theft or loss of any equipment or personal belongings whatsoever brought onto the Premises by the Hirer or any persons using the Premises for the purpose of the hiring. The Church carries Public Liability Insurance but we cannot accept responsibility for any activities for those hiring rooms. Hirers are, therefore, asked to ensure they arrange their own Public Liability Insurance to cover any claims made against them in respect of any activity that they are responsible for, any equipment they bring on to the Premises or any damage caused to the Premises and to indemnify the Church against any claims or demands in respect thereof. Any electrical equipment is used at the hirer's own risk and if supplied by the hirer it must be PAT tested.
13. If the hiring includes the use of the Kitchen and its facilities the Hirer shall comply with the Rules displayed therein and any crockery etc used shall be washed and put away. It is the hirer's responsibility to ensure food hygiene legislation is adhered to. All food must be removed after use. Demonstrations of the oven, microwave, and dishwasher must be given for the first time of using

the kitchen before use. Soiled plates must be rinsed before placing in the dishwasher. If the event is being catered for, table cloths and tea towels must be provided by the Hirer.

- 14.If the hiring includes the use of the Sound and/or Visual systems belonging to the Church, full training must be given first. The Hirer takes full responsibility for the use of this equipment and will indemnify the Church for any damage.
- 15.If the Hirer is using the Sanctuary the organ must not be moved without prior consent.
- 16.The Hirer shall be reasonably economical in the use of electricity and must not attempt to adjust the thermostat settings on the heating systems. The use of supplementary heating is not permitted.
- 17.The Hirer shall not, unless otherwise agreed by the Church in writing, use, during the letting period any record/CD playing or music amplification equipment and shall use their best endeavours to minimise any noise which might be audible outside the Premises whilst a function is in progress and when people are arriving and leaving, and shall endeavour to avoid any nuisance to people living near the church.
- 18.The Hirer should be aware that the Church does not hold a licence for the sale of alcohol.
- 19.If a licence is required for any function, the Hirer will be responsible for obtaining that licence and for complying strictly within the terms and conditions imposed in the issue of that licence. A temporary event notice (TEN) can be obtained via Reigate and Banstead Council. A copy of the TEN must be sent to the Church and Community Manager prior to the event taking place.
- 20.Smoking is not permitted inside or near the Premises.
- 21.The misuse of drugs or other intoxicating substances is not permitted.
- 22.The Hirer shall ensure that a responsible person over 21 years of age is appointed and that person's name is notified in advance, in writing to the Church and Community Manager. The nominated person shall be responsible for: (a) being in charge of and present in the Premises during the whole of the time those members of the public are present and during any private function, and (b) being fully acquainted with the fire procedures and the position of the fire appliances. When the Hall is used for public entertainment the nominated person shall be deemed to have been nominated by the Licensee in accordance with the Regulations of the Licensing Authority.
- 23.Parking - The nominated person shall also be responsible for the parking of vehicles belonging to those persons attending the function, ensuring that access to the Premises is available to emergency vehicles at all times and that any parking outside the Premises does not cause a hazard or a nuisance to users of Park Lane East. Parking attendants must be nominated for large functions to ensure the car park is utilised to its full potential. Priory Drive will not be used for parking. Disabled Parking is for disabled drivers only.
- 24.The Hirer shall be responsible for the safety of persons using the Premises hired, during the period of hiring, and for any damage or injury to people caused by the negligence of the Hirer or his agents.
- 25.The Hirer confirms that they are fully aware of the principles contained in the CCPAS (The Churches' Child Protection Advisory Service), and undertake to adopt the recommended practice in all work with children and young people under the age of sixteen years and vulnerable adults.
- 26.In the event of the Hirer failing to observe any of these terms and conditions the Church reserves the right to stop any function in progress and terminate the letting forthwith, and in that event the Church shall not be liable for any claim for compensation whatsoever nor shall they be liable to refund the letting fee.

**I have read and accept the foregoing terms and conditions applying to letting Reigate Park Church Hall and Ancillary Rooms and I have retained one copy.**

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

**On behalf of.....**

**Please help Preserve the Planet with Eco Tips:**

**Recycle packaging; buy in bulk; try Fair Trade items; use only amount of water needed; turn off switches; taps; chose ethical companies/products. Thank you.**