

## TERMS AND CONDITIONS FOR THE USE OF THE CHURCH PREMISES – Updated February 2026



1. **Parties and ad hoc bookings:** A refundable damage deposit of £100 will be required to secure your booking. This will be refunded within seven days of the hiring unless there has been any rubbish left behind, additional cleaning required, or damage to the premises or the church's furniture and equipment for which the Hirer is responsible, in which case the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. **Parties and ad hoc bookings:** The agreed fee for the use of the premises must be paid at least 4 weeks in advance of the booked date, or if the booking is made less than four weeks in advance, immediately.
3. Hire rates will be reviewed annually to take effect from 1<sup>st</sup> September and any increases will be communicated to the hirer by email and published on our website.
4. **Regular hirers:** Hire of the hall will be on an ongoing basis and your booking slot will be held for you on a weekly rolling basis until notice of cancellation is received.
5. **Regular hirers:** Keys will be given to the hirer for which a £30 deposit will be charged. This will be refunded at the end of the hire period after the keys have been returned.
6. **Regular hirers:** Invoices will be issued at the beginning of each month and payment is due within 21 days of invoice. New hirers will be invoiced for the first month upfront and payment is due in full before commencing hall hire, thereafter our usual payment terms apply.
7. All hirers shall ensure that written notice is given at least 4 weeks in advance of any dates when they do not require a booking, or of any changes to their regular bookings. If inadequate notice is given, the Hirer will be charged in lieu of notice:
  - a) No charge if cancelled or changed 4 weeks or more before a booking
  - b) 50% of hire fee is due if cancellation or change is between 4 and 1 weeks before a booking
  - c) 100% of hire fee is due if cancellation or change is 1 week or less before a booking
8. After use, the premises must be left in a clean and tidy condition with all furniture and equipment cleaned and left in the same position as at the commencement of the hiring.
9. **All rubbish must be TAKEN AWAY WITH YOU AND NOT LEFT ON SITE, or outside any of our neighbour's premises, or fly tipped locally.** If the Hirer fails to leave the premises in this way, the Hirer shall be liable for the cost of cleaning the premises, this amount shall be deducted from the deposit held. A standard charge of £20 will be deducted from the deposit for any rubbish left on site or outside any of our neighbour's property. If rubbish is left on a neighbouring property this is considered fly tipping and is an offence, and details will be forwarded to the police or relevant authorities.
10. Catering may be brought in if required, however unfortunately no hot meals are permitted to be served or prepared on the premises.
11. No confetti or glitter is permitted anywhere on the premises. Any glitter or confetti used in the hall will result in a £20 deduction from your deposit.
12. Smoke machines are not permitted as they will trigger the smoke alarm.
13. Strictly no ball games permitted inside the Main Hall, including soft or indoor balls, due to expensive sound and lighting equipment.

14. Hirers are to ensure that helium balloons are kept safely and tightly tethered at all times. Escaped balloons are a fire risk in the sports hall and can cause damage to ceiling fans in the main hall, therefore any balloons found floating on the ceiling will incur a £20 deduction from your deposit.
15. No alcoholic beverages shall be brought onto or consumed on the premises.
16. Smoking is not permitted anywhere on the premises, including outside the doors, side alley and car park. Vaping is not permitted indoors.
17. The church premises may not be used for an act of worship or celebration or prayers for any religion or belief other than Christianity.
18. **Parties and ad hoc bookings:** Hirers shall arrive at the premises at the start time stated on the booking form. Any late arrivals will be charged for additional waiting time for the member of staff who is here to open up.
19. **Regular hirers:** The Hirer may access the hall 5 minutes before the scheduled start of their booked time to set up, and must vacate the hall no later than 5 minutes after their scheduled finish time. Any additional set up or pack down time required must be booked and paid for.
20. The Hirer shall remain at the premises for the duration of their booking and not leave the premises unattended at any time.
21. The Hirer will be charged for any additional time running over and above the finish time stated on the booking form at the normal hourly rate (or part thereof).
22. The Hirer is responsible for all damage (other than fair wear and tear) to the premises or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the premises.
23. The premises may only be used by the individuals and for the purpose and during the period indicated on the booking form submitted to the church.
24. The church retains control, possession and management of the premises and the Hirer has no right to exclude the church from the premises.
25. The church may be entitled at any time require the Hirer to transfer if possible to alternative or comparable space elsewhere within the building. Where possible, advance notice will be given.
26. The Hirer must not leave in the premises 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.
27. The Hirer agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the premises, so far as the law allows, apart from such injury or loss which arises from the church's responsibility for the general maintenance of the premises and the Hirer will keep the church indemnified against any losses or claims for which the church is not responsible.
28. The Hirer has a responsibility to notify the church of any defect in the premises or in any of the church's furniture or other equipment in the premises.
29. The Hirer will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the premises are aware of the appropriate safety procedures.
30. The Hirer shall familiarise themselves with the Fire Procedures displayed in the front and rear lobbies, and in the event of a fire, follow that guidance, and as soon as possible thereafter inform the church.

31. The Hirer shall ensure that sufficient adult helpers are present to supervise their planned activities, if required.
32. Where premises are to be used by children or vulnerable adults, the Hirer shall follow their own Child Protection and Safeguarding Policy.
33. If using external suppliers the Hirer shall ensure that the supplier has relevant insurance.
34. The hirer shall agree to follow Food Safety and Hygiene guidelines if catering is to be provided on the premises.
35. The Hirer must not do anything on the premises that may cause damage to the premises or nuisance, annoyance, disturbance, inconvenience, injury or damage to other users of the premises or the owners or occupiers of adjacent or neighbouring premises.
36. The Hirer must not do or omit anything that could cause any insurance policy on or in relation to the premises to become wholly or partly void or voidable, or do or omit anything by which additional insurance premiums may become payable.
37. The Hirer will comply with all rules or regulations which the church may from time to time make governing the use of the premises.
38. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the Hirer.
39. **Regular hirers:** The church or the Hirer may terminate this agreement at any time by giving 4 weeks notice.
40. If you need to contact someone on the day of your booking, or in case of emergency, please call Daniel Fitzgibbon on 07876 510234 or Carolyn Dunlop on 07793 717586. If it is an emergency and you are unable to reach Daniel or Carolyn, please call 07855 333823.