

# MARKET HARBOROUGH CONGREGATIONAL CHURCH

## TERMS AND CONDITIONS OF ROOM HIRE

### DISCLAIMER

Market Harborough Congregational Church accepts no liability for injury caused by or arising from activities during room hire or loss or damage to equipment and possessions brought in by users.

### RESPONSIBLE PERSON

Hirers must be over 18 years old and be able to provide proof of address in the UK.

### SAFETY

No activities are permitted that would endanger users of the Centre or compromise its policies of insurance. In particular:

- Fire exits, corridors and gangways must always be kept clear.
- Hirers must be aware of the emergency evacuation procedures for the building and inform their group members accordingly.
- Firefighting equipment must be kept in its proper place, kept clear of obstruction and only used for its intended purpose.
- In the event of any outbreak of fire, the fire procedure must be followed, you should call the Fire Brigade, and one of the following should be notified as soon as possible:

**Colin Freer 07720 149541**

**Georgina Licquorish-Tee 07854 045054**

**Margaret Nash 07388 322237**

- Highly flammable substances shall not be brought onto the premises.
- No unauthorised heating or electrical appliance shall be used on the premises.  
*(Please see the section regarding PAT testing of electrical equipment)*

### FIRST AID

First Aid boxes are provided for all users. A record of any accident or injury occurring on the premises must be recorded in the Accident Book located in the kitchen and the Lettings Administrator informed.

### SMOKING

Smoking and vaping are not permitted in any area inside the building or on the church site.

### ENERGY CONSERVATION

Hirers are asked to make sure external doors are kept closed and lights are switched off when room is not in use.

## **WASTE**

Hirers should remove ALL rubbish at the end of the hire period and replace the bin liner with a new clean one. Hirers are encouraged to recycle using the bins provided in each room. The Church reserves the right to make additional charges for the removal of any waste left on the premises (including excessive waste left in the external bins).

## **CANCELLATION OF ROOM HIRE**

Cancellations must reach the Lettings Administrator at least TWO days prior to the booked date via email ([lettingsmhcong@outlook.com](mailto:lettingsmhcong@outlook.com)) or the FULL HIRE CHARGE will be due.

## **TERMINATION**

For regular bookings, three months' notice of termination may be given by either side in writing, via email ([lettingsmhcong@outlook.com](mailto:lettingsmhcong@outlook.com))

## **EXCLUSIVITY**

No hiring group shall be granted exclusivity to hiring of the rooms.

## **CLOSURE**

The Church reserves the right to close or prohibit the use of these facilities at its discretion (e.g. in the event of an emergency, etc.) In this case, any hire fee paid in advance will be reimbursed in full. However, the Church will not be liable for any other costs or losses incurred because of such closure.

## **ALCOHOL**

Alcohol may **NOT** be consumed in the church sanctuary.

Consumption of alcohol is permitted in the Jubilee Hall and Lounge in only the following circumstances:

- wine may be served during an interval where this is included in the ticket price.
- alcoholic beverages may be served as part of a meal.

If the Hirer is providing alcohol at an event, and it is included in the ticket price, a Temporary Event Notice (Alcohol License/TEN) must be sought from Harborough District Council **BEFORE** the event. A copy of the TEN must be provided either in hard copy or via email to the Lettings Administrator.

An event where a TEN is required, and not sought, will NOT be allowed to take place and a charge will be made for the hire of the room unless our cancellation policy has been adhered to.

### **SAFETY OF CHILDREN & ADULTS AT RISK**

No regular activities or groups specifically for children (under the age of 18) or adults at risk will be permitted without the prior agreement of the Church committee, which will require that the conditions of its Care and Safety Policy for Work with Under-18's and Other Vulnerable People are met. Copies of this Policy will be emailed by the Lettings Administrator to Hirers and must be signed and returned prior the hiring of the room.

Hirers are responsible for ensuring adequate supervision at all times and of checking that the space they are using is safe for their clients.

### **DAMAGE**

The Hirer agrees to pay on demand the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring.

### **ELECTRICAL EQUIPMENT**

Any portable electrical appliances used by the Hirer, and not provided by the Church, must have a valid portable appliance test (PAT) label or certificate.

### **EQUIPMENT**

No equipment or furniture other than that provided in the building may be left on the premises without the prior permission of the Church. If you wish to storage items on the premises, please make a request to the Lettings Administrator.

### **END OF HIRE**

When vacating the building, please ensure:

- all tables are cleaned, sanitised and put away.
- all rubbish is removed, and a new black bin liner placed in the bin.
- all lights are turned off.
- all windows are securely closed.
- all internal doors are closed.
- all external doors are secured and locked as required. If a Hirer is unsure of the process of locking the Church after use, they must contact the Lettings Administrator to familiarise themselves with the process prior to the hire.

### **EMERGENCIES**

If during your hire there are any access, property issues or emergencies, please contact the **urgent need numbers below:**

- **Colin Freer: 07720 149541**
- **Georgina Licquorish-Tee 07854 045054**
- **Margaret Nash: 07388 322237**

## **PAYMENT**

Payment for room hire will be requested via an invoice emailed at the end of each month.

Payment is due within 28 days of the invoice date and should be made by cheque or BACS payment (details on invoice). Please reference your payment using the month, year, and number on your invoice.

A completed booking form will set out the charges prior to the start of hire.

Rates are reviewed annually and there may be an increase to the charge if the hire is for after April of the following year. Hirers will be informed via email with plenty of notice and no penalty will be made should the increase cause a cancellation.

## **KEY HOLDERS**

Regular hirers issued with a key will be invoiced a £20 deposit on their first invoice.

Hirers should return the key to the Lettings Administrator either in person by arrangement or via the Key Drop Box to the right of the Fire Exit at the bottom of the stone stairs.

If a key is lost or not returned with 7 days of the end of hire the deposit will not be returned.

## **ACCESS TO THE FIRST FLOOR**

The lift to the first floor (Ashley and Langton Rooms) is no longer available. Therefore, the only way to access these rooms is via the stairs. As the first floor is not accessible for wheelchair users or those with limited mobility, we will make every effort to accommodate such clients in a ground floor room.

## **GROUP MEMBERS**

By hiring any of our facilities, you and your guests/attendees and any other person affiliated to you, or your Group are deemed to agree with the above Terms & Conditions.

## **DATA PROTECTION**

Your privacy is important to us. The Church complies with General Data Protection Regulation (GDPR) by keeping your personal data securely and for the sole purposes of customer service and invoicing.

## **HIRER RISK ASSESSMENTS**

Please plan to meet with the Lettings Administrator if you wish to view the room/s to make your risk assessment.

**ROOM CAPACITIES**

Maximum capacities indicated below are based on a theatre style set up, other layouts may reduce capacity.

<b>Room</b>	<b>Capacity</b>
Jubilee Hall	150
Lounge	40
Langton	40
Ashley	40
The Sanctuary	300

I have read and agree to these terms:

Signed: ..... Print Name:.....

Name of Group:..... Dated:.....