

Terms and Conditions for Hire of Rooms

Together with your Booking Form, these Terms and Conditions form the contract between the Hirer and St. Andrew's United Reformed Church.

1. We will give you access to your room during the times you have booked, neither before nor after – the time required for setting up and clearing away is included in the booking period. The Church premises and any additional equipment hired (whether belonging to the Church or not) must only be used by the Hirer, and for the specific purpose agreed.
2. We will endeavour to provide you with your room as booked. However, we reserve the right to cancel, reschedule or terminate with good reason. In this case our liability will be limited to the value of the room hire already paid for any cancelled booking. Under normal circumstances either party must give one month's notice in writing of intention to cancel a regular hiring agreement.
3. The hire fee is payable at least 7 days before each event. We reserve the right to cancel without notice if payment has not been received according to these terms.
4. The Hirer shall not sub-let the hire premises, in whole or in part.
5. Any members or visitors to your event who arrive early are welcome to wait in the gardens. All members of the Hirer's group must leave the Church premises promptly at the end of the booking time.
6. Children or vulnerable adults should be appropriately safeguarded and supervised at all times and particularly during any necessary evacuations of the premises.
7. Aggressive or abusive language or behaviour will not be tolerated on the Church premises, and anyone breaking this rule will be asked to leave the premises immediately by a member of staff or Church officer.
8. Smoking, including e-cigarettes, is not allowed on Church premises.
9. No betting, gaming or lotteries are permitted on the premises.
10. If the kitchen is used to provide a meal, the Hirer must ensure food hygiene legislation is adhered to. All items used are to be washed, dried and returned to the correct cupboards, and the kitchen is to be left clean and tidy.
11. Rubbish must be disposed of into the bins provided, or taken away with you.
12. Any music or other sound must be kept at a reasonable level and must cease by the conclusion of the event. The Hirer is responsible for obtaining any necessary music licence.
13. No material, decoration or other articles shall be fixed to any part of the Church premises in a way that will cause damage.
14. The Hirer must ensure that all doors to and from the Church premises are kept unfastened, unobstructed and immediately available for exit during the whole time the premises are in use, and no obstruction shall be placed or allowed to remain in any corridor or driveway giving access to the Church premises. If the Hirer fails to observe and perform any one or more of the above stipulations, St. Andrew's United Reformed Church may cancel any other engagement for the premises that the Hirer may have made, without incurring liability to the Hirer whatsoever.
15. If the Church premises are not left in a clean and tidy condition, or any fixtures, fittings, furniture or other property are damaged in any way, additional costs will be charged and will be payable on demand.
16. Heating is the responsibility of St. Andrew's United Reformed Church. Hirers must not use any form of supplementary heating or fiddle with the heating controls. Please note this is an old listed building and can sometimes be draughty.
17. If we have space available, we may offer the facility to store a limited amount of equipment. Any stored items must be removed at the end of the period of hire, and

- such storage is entirely at the Hirer's own risk as we accept no liability for any of your equipment stored on the Church premises.
18. St. Andrew's United Reformed Church accepts no liability for the death or personal injury to any persons attending any activities within St. Andrew's United Reformed Church as a hired premises, or for any loss or damage to any property belonging to such persons.
 19. Hirers must obtain their own insurance to cover all liabilities, including public liability and for their own equipment.
 20. The Hirer shall keep St. Andrew's United Reformed Church indemnified against any claims resulting from any incidents whatsoever.
 21. Where applicable (e.g. groups for Children or Adults at Risk), the Hirer must have an appropriate Safeguarding Policy and Procedures, or 'exceptionally' may ask to abide by the Safeguarding Policy and Procedure of St. Andrew's United Reformed Church.
 22. St. Andrew's United Reformed Church has conducted risk assessments for fire evacuation, and reminds all Hirers that whilst there is fire fighting equipment on site, the Hirer is responsible for:
 - Conducting his/her own assessment regarding the needs of the people attending the event, including evacuation drills.
 - Ensuring such attendees are fully aware of the procedure for exiting the Church premises.
 - Ensuring attendees are aware of the need to alert other users of the Church premises, should evacuation be required (i.e. raising the alarm).
 23. In the case of emergencies (Fire, Medical Emergency or Criminal Act) the emergency services should be contacted as soon as possible. The Hirer must comply with the current Health and Safety Regulations. Any accidents or incidents, however small, must be reported to the duty caretaker or an officer of St. Andrew's United Reformed Church, who will complete the mandatory documents.
 24. These terms and conditions are designed to protect both the Hirer and St. Andrew's United Reformed Church. Any breach by the Hirer will result in termination of the hire agreement without notice or compensation.