

HOPE METHODIST CHURCH

www.hopemethodistrushden.org.uk

FORM H&S2

HIRING CONDITIONS FOR ALL HIRERS

Any agreement for the long-term booking of the premises may be terminated immediately if the hirer fails to fulfil the hiring conditions

1. The Hirer undertakes:

- to keep the premises secure during the hire session, to close any windows that have been opened and, if a key has been provided, to secure the premises at the end of the hire session.
- **To recognise that the church is located in a residential area, and that due consideration should be taken of that at the end of each session, especially when leaving the building. No loud noises or inappropriate behaviour will be acceptable.**
- to switch off all lights, electrical equipment and heating (if used) at the end of the hire session.
- to ensure that the hirers and all invitees leave the premises, including the outside areas owned by the church, promptly at the end of the hire period
- to use and occupy the premises only for the agreed purpose and to do nothing that could injure the reputation of the premises or the Methodist Church, or offend against any statute or any of the regulations of any Local or Public Authority in any way.
- to leave the premises in a clean and tidy condition after each session of use and to ensure that -
 - a) all non-perishable rubbish/recycling is placed in the receptacles provided or removed from the site
 - b) all perishable rubbish (food items) is placed in the appropriate receptacle or removed from the site at the end of the session.
 - c) any unsold goods from any type of sale are removed from the premises at the conclusion of the event.
- to report all damage and breakages and to pay the charge made to cover the cost of repair or replacement.
- to ensure that no damage is done to floors or floor coverings
- not to post notices either permanent or temporary or to affix anything, by any means, to the walls or equipment of the premises without prior permission
- to not allow betting or gambling in any form, with the exception of a raffle on the premises. *The prizes of any such raffle must be goods **and not cash or alcohol** valued at no more than £50 and tickets can only be sold at the event for which this is held.*

- **to ensure that no alcohol or illegal drugs are brought onto the premises for any purpose, in line with the Standing Orders of the Methodist Conference.**
- to ensure that there is **no smoking anywhere on the premises including the porches, foyers** and outdoor areas owned by the church.
- to ensure that all entertainment or amusement which takes place on the premises is consistent with the standards of the Methodist Church. *Programmes must be submitted at least four weeks in advance as a Performing Rights Licence may be necessary.*
- not to bring electrical equipment on to the premises without prior permission and to ensure that any electrical equipment brought onto the premises is safe.
- to ensure that no church property is removed from the premises and no church property, other than tables and chairs and, where applicable, kitchen equipment, is used without permission
- not to hold Party Political Meetings on the premises.
- not to store any items or equipment on the premises without prior permission.
- to ensure familiarity with fire safety equipment, fire procedures and emergency escape routes and to accept responsibility for making their invitees aware of these. The Hirer and their invitees will, as appropriate, organise and take part in fire drills.
ALL FIRE EXITS MUST BE KEPT CLEAR
- to abide by the church's Safeguarding Policy and sign the Safeguarding Form provided by the church
- **Hope Methodist Church reserves the right to, on occasion, cancel a date booked by the Hirer, because of special circumstances such as a funeral or an emergency church meeting. The Hirer will, if possible be offered an alternative day/date or if this is not possible that date's fee will be waived. The Hirer will be given, if possible, 14 days notice in writing that this will happen.**
- The Managing Trustees accept no liability for goods or personal effects lost or damaged on the premises.
- The church is covered by Public Liability Insurance; however, our insurers recommend that users take out their own Public Liability Insurance to cover their own acts of negligence.