

## Terms and Conditions of Hire

### 1. Use of Premises

The rooms designated at Christchurch Baptist Church may only be used by the organisation named on the booking application ("the Hirer") and solely for the agreed purpose, dates, and times. Use must not exceed the stated maximum capacity for each room.

The Church reserves the right to approve all bookings. Use of the premises must be consistent with the Church's ethos and values. The Church may decline or cancel any booking where, in its reasonable opinion, the proposed activity does not align with these principles.

Failure to comply with agreed capacity limits may result in immediate termination of the hire without refund.

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### 2. Indemnity and Insurance

The Hirer shall indemnify and keep indemnified the Church against all claims, losses, damages, costs, and expenses arising from the Hirer's use of the premises, except where such claims arise as a result of the negligence of the Church.

The Hirer must maintain appropriate Public Liability Insurance where applicable to cover their use of the premises and provide evidence of such insurance upon request.

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### 3. Control of Premises

The Church retains control, possession, and management of the premises at all times. The Hirer has no exclusive rights over any part of the building.

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### 4. Right of Access

Church staff and authorised representatives reserve the right to enter any part of the premises at any time during the period of hire.

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### 5. Use of Address

The Church address may not be used as a registered or postal address for the Hirer without prior written consent.

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## **6. Safeguarding**

Where children or vulnerable adults are involved, the Hirer must:

- Where applicable, ensure all relevant leaders hold valid DBS checks where required
- Comply with all applicable safeguarding legislation and best practice
- Maintain appropriate supervision ratios at all times
- Restrict access to hired areas only

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## **7. Supervision and Behaviour**

The Hirer is responsible for:

- Controlling admission to their event
- Ensuring appropriate behaviour of all attendees
- Preventing disruption to other users of the building

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## **8. Capacity and Fire Safety**

The Hirer must not exceed the maximum capacity of the hired space and must ensure all fire exits and escape routes remain clear and unobstructed at all times.

The Hirer must familiarise themselves with emergency procedures and ensure attendees are aware of evacuation routes.

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## **9. Health and Safety**

The Hirer is responsible for ensuring that all activities carried out during the hire are conducted safely and in accordance with relevant health and safety legislation.

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## **10. First Aid and Incidents**

The Hirer is responsible for providing appropriate first aid arrangements. Any accidents or incidents must be reported to Church Management as soon as possible and recorded in the accident log.

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## **11. Liability and Risk**

All persons using the premises do so at their own risk. The Church shall not be liable for any injury, loss, or damage to persons or property arising from the use of the premises.

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## **12. Damage to Property**

The Hirer is responsible for the care of the premises and must report any damage immediately. The Hirer will be liable for the reasonable cost of repair or replacement.

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## **13. Cleaning and Condition**

The Hirer must leave all areas in a clean and tidy condition, with furniture and equipment returned to their original positions.

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## **14. End of Hire Responsibilities**

The Hirer must ensure that all lights are switched off and all doors and windows are securely closed at the end of the hire period.

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## **15. Waste Disposal**

All rubbish must be removed and bins emptied. Recycling to be placed in appropriate outside bins.

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## **16. Hirer's Property**

Property brought onto the premises is at the Hirer's own risk. Items may only be left on-site with prior agreement.

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## **17. Equipment Use**

Use of Church equipment is subject to prior agreement and may incur additional charges.

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## **18. External Equipment and Hazards**

The Hirer must obtain prior permission to bring electrical or specialist equipment onto the premises. No hazardous, flammable, or dangerous substances may be brought onto the premises.

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## **19. Qualified Personnel**

Where activities involve risk or specialist skills, the Hirer must ensure suitably qualified and competent individuals are in charge.

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## **20. Alcohol**

Any alcohol consumed on the premises must be done responsibly and in moderation.

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## **21. Smoking**

Smoking, including e-cigarettes, is not permitted anywhere on the premises.

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## **22. Lost Property**

Lost property will be retained for four weeks and then disposed of.

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## **23. Parking**

Parking is subject to prior agreed availability and is entirely at the user's own risk. The Church accepts no liability for loss or damage.

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## **24. Neighbour Consideration**

The Church is located in a residential area. Noise must be kept to a reasonable level being respectful of our neighbours.

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## **25. Period of Hire and Overrunning**

The Hirer must vacate the premises by the agreed time. Failure to do so may result in additional charges.

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## **26. Deposits**

The Church reserves the right to require a refundable deposit. The deposit may be retained in full or in part to cover any damage, additional cleaning, or breach of these Terms and Conditions. Any remaining balance will be returned to the Hirer within 30 days of the hire, unless it has been agreed in writing that it will be held to cover future lettings.

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## **27. Payment Terms**

- Regular bookings: payable within 14 days of invoice

- Occasional bookings: payable no less than 14 days prior to the event
  - Late or short-notice bookings: Payment must be received prior to the booking, as agreed with the church
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### **28. Cancellation by Hirer**

Cancellations must be made in writing:

- More than 14 days: full refund
  - 7–14 days: 50% payable
  - Less than 7 days: full charge payable
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### **29. Cancellation by Church**

The Church reserves the right to cancel or rearrange bookings where necessary. In such cases, any fees paid will be refunded. No further compensation will be payable.

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### **30. Variation of Terms**

The Church may amend these Terms and Conditions with a minimum of one month's written notice.

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### **31. Licences**

The Hirer is responsible for obtaining any required licences for music, entertainment, or other regulated activities.

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### **32. Force Majeure**

The Church shall not be liable for failure to fulfil bookings due to circumstances beyond its control.

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### **33. Assistance Dogs Only**

The Hirer shall ensure that no animals are brought onto the premises, with the exception of registered assistance dogs (such as guide dogs, hearing dogs, or other support dogs trained to assist individuals with disabilities). No other dogs or animals are permitted within the building or its grounds.

