

TERMS AND CONDITIONS FOR THE HIRE OF NEW LIFE CHURCH WOKING

1. Where applicable, prior to the hiring event, the hirer needs to give NLC a copy of insurance cover against the hirer's or NLC's liability to the value of £1 million.
2. NLC reserves the right to refuse any booking or cancel a letting without giving a reason, or if the premises are required for a church meeting. NLC restricts the use of our premises so as:-
 - a. Not to conflict with the purposes of the church;
 - b. To comply with the doctrines/beliefs of the church;
 - c. To avoid causing offence to the church members; or
 - d. To avoid causing conflict with the strongly held convictions of a significant number of the church's members.
3. Applications for lettings for the purpose of political meetings will not be approved.
4. A hirer must not sub-let to a third party.
5. The hirer must not leave the premises during the period of hire.
6. The hirer must vacate the premises by the time stated on the booking form and time needs to be allowed for cleaning up. They must also ensure all persons have left the premises at the end of the hiring period.
7. Any additional equipment brought into the premises by the hirer must be removed at the end of the booking.
8. The playing of music must be with the agreement of the designated point of contact at the Centre prior to the hire date.
9. The use of personal electrical and gas appliances must be agreed prior to the hire date and any equipment used will need to have a valid PAT test certificate.
10. Bouncy castles are not permitted without specific insurance cover, and the riding of bicycles, skates or scooters on the premises are forbidden. The playing of ball games must be agreed prior to the hire date.
11. No alcohol may be brought onto the premises without the express permission of Management/Elders as per clause 4.1 of NLC's Drug and Alcohol policy. No permission will be given for alcohol at any children's parties.
12. Hirers offering facilities for children or other vulnerable people must be satisfied that those supervising the activities are responsible to do so.
13. Please ensure that you familiarise yourself with the fire instructions and make your group aware of the fire exits and escape routes. It is the responsibility of the hirer to contact the emergency services and designated point of contact as listed on the booking form.
14. All exits must remain clear with unhampered access.
15. Drawing pins, sticky tape, blue tack or other similar materials must not be used on the walls or paintwork. Failure to comply with this condition may result in the loss of all or part of any deposit paid.
16. Notices may not be displayed in the building without prior approval.
17. Children are not permitted in the kitchen at any time.
18. Smoking is not permitted in the Church or around the entrance at any time and the hirer shall ensure that no-one smokes whilst on the premises.
19. No animals or livestock other than Guide Dogs are allowed in the Church without the prior agreement of NLC.
20. No conduct will be permitted on the premises which will cause nuisance or lead to a breach of the peace.
21. Parking is permitted in the Church car park only. Hirers are requested not to park in Trentham Crescent.
22. The hirer is responsible for the behaviour of his/her guests including children. Guests must remain in the areas hired as other rooms in the Church may be in use by other people. Respect must be given to other users at all times.
23. The hirer will leave the Church clean and in good order, with furniture positioned as found. The hirer will be responsible for clearing away and for washing up and cleaning surfaces after use. All tables, chairs, crockery and cutlery must be returned to their original places. The hirer will ensure that all lights are turned out, and doors and windows are properly secured.
24. Current charges are available upon application. NLC reserves the right to change the charges for hire at any time (usually in April when the annual charges are reviewed) but will endeavour to give reasonable notice to regular users.
25. Unless otherwise agreed, the hiring charge for each booking must be paid in full at least two weeks prior to the hire date. NLC reserves the right to cancel and/or charge for any booking which is not paid for by this time.
26. The hirer is to give at least 14 days notice of any cancellation of a booking. Failure to do so will result in a penalty of up to the full charge being imposed.
27. A refundable cash deposit of £50 will be required at the time of booking to cover any loss or damage. The sum will be repaid in part or full within seven days after an inspection of the facilities hired.
28. NLC may, through their officers and agents, enter the premises at any time and satisfy themselves that these terms of hire are being complied with.
29. Hirers are reminded that First Aid supplies and First Aid personnel are not available in the centre during a booking and you should provide your own First Aid cover during the event.
30. NLC does not hold a valid TV Licence.
31. NLC endeavours to make the Church as safe as possible for your booking, but it is your responsibility to make sure that you carry out your booking in a safe manner for all the members of your group and other visitors. If your booking is at an evening or weekend it is unlikely that staff will be on the premises during the event. It is therefore your responsibility to make sure that the premises are secure during the event and that no-one enters the building who is not welcome.

NEW LIFE CHURCH WOKING ROOM HIRE APPLICATION FORM

NAME, ADDRESS & TELEPHONE NUMBER OF PERSON RESPONSIBLE FOR THE BOOKING:

NAME, ADDRESS & TELEPHONE NUMBER OF PERSON SUPERVISING THE ACTIVITY (if different from above):

DESCRIPTION OF PROPOSED ACTIVITY:

DATES AND TIMES REQUIRED:

ROOM(S) REQUIRED:

IN THE CASE OF ACTIVITY INVOLVING CHILDREN, HAS YOUR ORGANISATION AGREED TO COMPLY WITH THE GOVERNMENT'S SUGGESTED GUIDELINES 'SAFE FROM HARM'?

YES / NO

IS YOUR ORGANISATION A CHARITY?

YES / NO

HAS YOUR ORGANISATION USED THE CHURCH PREMISES BEFORE?

YES / NO

HAVE YOU ATTACHED A COPY OF YOUR PUBLIC LIABILITY INSURANCE DOCUMENT? (Where applicable)

YES / NO

I HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS.

SIGNED:

DATE:

IN CASE OF AN EMERGENCY, PLEASE CONTACT STEVE PRIESTLEY