



CONDITIONS OF HIRE, BOOKINGS & PAYMENT FOR HIRE OF CHURCH HALL

1. There is no church caretaker. The key will be in a key safe on the outside of the building. (The code will be given to you nearer the time of your event.)

You will need to set out the premises as you require and tidy up removing any rubbish or residues (especially food). Please either remove rubbish away or, space allowing, use recycle bins at side of building (green - only in food bags, blue, brown). For general/non recyclable rubbish please put into black bags only (not loose) then into black bins. You are kindly asked to leave the hall as you find it.

2. The hire charges are those set out on the building hire page or as otherwise agreed between the church and hirer. Charges may be reviewed periodically, without notice, at the church's discretion.

3. Bookings may be by telephone or online. Payment must be within 14 days of the initial enquiry or the booking will be cancelled.

4. Bookings should show the actual times required, including set up/clear away time in order that the appropriate rates may be assessed and time conflicts with other users avoided. Agreed times must be strictly adhered to as excess time will be charged for.

5. All events must end by 11.00pm and the premises fully vacated by 11.30pm., unless by prior agreement.

6. The maximum capacity of the building is 80 persons (seated) / 100 persons (standing), including any performers, artists or helpers. It is your responsibility to ensure that this limit is not exceeded.

7. The Church reserves the right to refuse any application or to impose special terms or conditions.

8. The Church reserves the right to extend or amend the conditions as set out in this form and any accompanying forms relating to hire at any time without the need for prior notice.

NOTICE AND CANCELLATION

1. The Church reserves the right to cancel any reservation or terminate any use for long term hirers at any time but will endeavour not to do so unreasonably or without due notice. In the event of a gross breach,



e.g violence; theft; severe disturbance or damage; justifiable complaint by neighbours or other users of the premises, or (long term hirers) rent overdue for more than 14 days, the agreement may be terminated.

2. If the Hirer terminates a use without the required period of notice the full fee will be due. Payments made at booking are refundable up to 4 weeks before start date. Cancellations made after 4 weeks before the event there will be 50% refund and less than 24 hours no refund will be given except under extreme circumstances.
3. Hirers will be given notice of any priority use by the Church. This is more likely to occur during periods such as Christmas, Easter or part of the summer holidays and the church will endeavour to offer an alternative at such times if possible.

PROHIBITIONS

The Hirer hereby agrees with the Church as follows:

1. Our status as an Evangelical Christian Church puts some constraints and responsibilities as to how our premises are used. Also, please have due regard for the primary purpose of the premises, which is to provide a hall for the church community who worship here.
2. There shall be NO SMOKING on the premises.
3. There shall be NO gaming
4. There shall be NO consumption of alcohol - unless by the prior permission of the Church, and with any necessary license being obtained by the hirer for sale of alcohol.
5. Please DO NOT fix anything to the fabric of the walls, doors or ceilings except by prior permission and with the use of non-marking fixings. Party poppers, silly string, helium balloons and other 'party' items, which may be difficult to clean or remove, glitter type products, ticker-tape and confetti are prohibited throughout the premises. Failure to properly clean after hire may result in further charge or loss of deposit.
6. Please DO NOT sub-let nor permit access to any user who is not part of the hire, and not to use or permit the use of any part of the building, equipment or fixtures, which does not form part of the hire.
7. Please DO NOT connect any electrical apparatus to the Church electricity supply without the prior permission of the Church.

LOSS, DAMAGE OR INJURY

1. The Church accepts no responsibility for any loss, damage, theft or injury suffered by the Hirer or any person using the Church unless the Church is found to be negligent.
2. The Hirer is responsible for any loss, damage or theft resulting from the hire and undertakes to report any such loss or damage to the Church, and to make good or recompense as determined by the Church.
3. It is recommended that regular hirers have their own public liability insurance. All regular users will be required to show evidence of this. You are responsible for ensuring that those taking part in your activities are adequately insured.



4. If you or your guests have an accident or are aware of anyone who suffers an accident anywhere in the church buildings or church grounds and irrespective of whether or not a claim might be made, please ensure that a report is entered into the Accident Book in the kitchen.
5. In the event of any damage to church buildings or fabric please contact the buildings coordinator, Donald Webb, on 0161 440 8290 or 07813 892090

CONSUMABLES AND EQUIPMENT

1. The Hirer agrees to provide all their own consumables such as milk, tea, coffee biscuits etc.,
2. The use of any other equipment not included in the hire agreement is prohibited.

MAINTENANCE OF GOOD ORDER

1. The Church has the right of access to the Church premises at any time but agrees not to unreasonably interrupt or disturb the hirer's use.
2. The Hirer undertakes to maintain good order during the period of hire and to ensure that there is sufficient responsible supervision for all those attending under the hire.
3. The Hirer agrees not to permit more than the maximum number of persons to attend, as stated in the application form.
4. The Hirer undertakes to leave the Church clean and tidy and as found, to remove all their rubbish and property at the termination of the Hire Period (see note 1 below) and to turn off all hall kitchen and toilet lights on exit.
5. If the Hirer's activity involves music or other loud noise the Hirer must keep external and internal doors closed, keep the volume reasonable and take any other measures required by the Church to avoid nuisance to other users and neighbours.

SECURITY

1. The Hirer undertakes to ensure that all the lights, heaters, kitchen equipment and any other electrical or gas supply used by the hirer, are switched off when leaving the premises. Please return the key to the key safe. Please ensure that no unauthorised person is given keys/codes and that no bystanders can observe code use. Hirers must ensure that exit doors are properly locked on exit. Please test proper closure.
2. Hirers undertake to ensure that doors, windows and any other security measures that are instructed at the beginning of the hire period are locked as required at the end of each hire period.
3. The Hirer's attention is drawn to health and safety issues. (See note 2 below)



CAR PARKING

1. There is the use of the church car park and parking on the road, please respect the neighbouring houses when parking.

ADVERTISING

If you will be advertising your event, please note that "fly posting" or erecting poster/display boards on public street furniture is illegal and therefore a criminal offence. The venue can now be prosecuted by Stockport M.B.C., even when a third party erects the posters. Therefore, this church asks you to avoid fly posting posters to advertise any event on our premises. Display boards are also not permitted on public footpaths.

By ticking the terms and conditions book on the booking page you hereby confirm that you have read and agreed the conditions of hire, booking and payment.

Notes:

An emergency procedures information sheet is available and should be requested along with keys.

In case of emergencies please contact: [Shelley Logan on 07989 783336](tel:07989783336)