

# Dorking United Reformed Church

53 West Street, Dorking, Surrey, RH4 1BS. Tel: 01306 889644

## **Conditions of Hire of the Church Premises** **(effective January 2015)**

**Lettings Secretary** Lynn Price - Tel: 07776 055989 Email: [dorkingurclettings@hotmail.co.uk](mailto:dorkingurclettings@hotmail.co.uk)

### **Bookings**

- The Church premises are available for hire between 9.00 am and 10.00 pm. Arrangements can sometimes be made outside these hours but only at the discretion of the Lettings Secretary. Bookings will only be confirmed when the Lettings Secretary has received the completed booking form attached to these conditions.
- The use of the premises is non-exclusive (other users may be in other parts of the building at the same time). The hiring of any part of the premises does not create a legal lease or a landlord/tenant relationship.
- If the hirer cancels the hiring of the premises, for one or more engagements, and less than seven days notice is given, the payment of fees will be required except at the discretion of the Church Lettings Secretary.

### **Responsibilities of Hirers**

- The hirer shall not sub-let the hired premises or any part thereof, the same being absolutely prohibited. Should he/she attempt to do so, the hiring will stand cancelled, any charges paid forfeited and the hirer and sub-hirer will be excluded from the accommodation.
- The hirer will indemnify Dorking United Reformed Church in respect of any omission, loss damage or injury which may be incurred by or done or happen to the hirer or any other person by reason of the use of the premises by the hirer and or liability for which attaches to Dorking United Reformed Church in its capacity as the owner of the premises. Hirers must have their own Public Liability insurance to cover their event.
- The hirer shall take good care not to cause any damage, or allow any damage to be done to Dorking United Reformed Church, or any part of the premises, fittings, equipment or property. The hirer shall also make good and pay for any damage (including accidental damage) caused by any act or neglect arising from the use of premises by the hirer.
- Hiring any part of the premises does not include any entitlement to parking facilities at the Church. Hirers are responsible for ensuring that access to the car park is kept clear, disabled parking spaces are respected, and all car park markings and (including any restricted parking notices for Church functions) are observed.
- Hiring any part of the premises does not convey any right to display notices on Church property. Small notices may be shown only with the agreement of the Church Lettings Secretary.
- The sale of alcohol on the premises is absolutely prohibited; consumption of alcohol can be requested by completing a written application to the Church Elders at least one month before the hire date; the Elders' decision will be final. This form is available from the Lettings Secretary. Smoking in any part of the premises is expressly forbidden, including the outside space.

*Living Jesus' love*

- No copyright work shall be performed without the licence, where appropriate, of the owner of the copyright and the hirer shall, if requested, produce such licence to the Church Lettings Secretary not less than seven days before the engagement to which that licence relates. The hirer shall also indemnify Dorking United Reformed Church against any infringement of copyright, which may occur during the hiring.
- The hirer will be responsible for:
  - (a) the efficient supervision of the premises, including the effective control of children and the orderly admission and departure of persons to and from the premises in case of emergency. Hirers should be aware that there is no fire alarm on the premises
  - (b) the safety of the premises and the preservation of good order, reasonable noise levels and decency
  - (c) ensuring that all doors from the premises are kept unobstructed and immediately available for exit during the whole time the premises are in use and no obstruction shall be allowed to remain in any corridor or driveway giving access to the premises.
  - (d) conducting their own risk assessment for the activities carried out during the hiring, which should also consider the number and ages of people they intend to bring onto the premises.
  - (e) ensuring that organisations/individuals working with children or vulnerable adults must agree, in writing, to comply with the principles of the Church's Safeguarding Policy, which will be supplied by the Lettings Secretary alongside the Terms and Conditions. If they have their own policy they must provide the Lettings Secretary with a copy.
  - (f) making their own first aid provision, which should be included in their risk assessment. No first aid provision is offered by Dorking United Reformed Church.
  - (g) ensuring that all Health and Safety notices on the premises are observed and adhered to.
  - (h) ensuring access to a working mobile phone throughout the hiring period.
  - (i) reporting to the Lettings Secretary (using the appropriate form) any accidents or incidents concerning health and safety which occur during the hiring period.
  - j) ensuring that no flammable material be used for decoration or any other purpose at the premises except with the prior consent of the Church Lettings Secretary
  - k) ensuring that no additional lights or extensions from the existing electric light fittings at the premises shall be used without the prior consent of the Church Lettings Secretary.
  - l) ensuring that no food or beverages whatsoever shall be cooked or prepared in the premises except where the kitchen has been specifically hired (with the exception of using the urn for making tea/coffee and laying out cold food). The hirer is responsible for ensuring all persons using the kitchen and its equipment are suitably competent.
  - m) as we do not have the services of a full-time caretaker, hirers are responsible for returning any tables and chairs used to their original storage position as well as leaving the area of the church premises used, clean and tidy, removing all rubbish when they leave.

- If the hirer fails to observe and perform any of the above stipulations, Dorking United Reformed Church may cancel any other engagement for the premises that the hirer may have made without incurring any liability to the hirer whatsoever.
- Any complaint arising out of the hiring must be made in writing to the Church Lettings Secretary within seven days of the occasion of such complaint.

### ***Responsibilities of Dorking United Reformed Church***

- Dorking United Reformed Church shall not be liable for any loss as a result of any event, however caused, which in the sole discretion of Dorking United Reformed Church renders the premises unfit for use and may cause the hiring to be interrupted or cancelled.
- Dorking United Reformed Church reserves the right of entry to the premises at any time during the hiring.
- The Church reserves the right to move the hirer to other appropriate rooms within the premises, as the Church may, in its absolute discretion from time to time designate.
- Under no circumstances will Dorking United Reformed Church accept responsibility or liability for any damage, theft or loss of any property or goods brought onto or left upon the premises by reason of the use of the premises by the hirer. No property shall be left on the premises by the hirer, unless agreed in writing with the Church Lettings Secretary beforehand.

### ***Invoices and Charges***

- For single events payment will be made in advance - an invoice will be sent immediately after making a booking; for multiple events payment will be made in advance on a monthly basis, with invoices sent out at the beginning of each month for settlement by the end of that month. Invoices are to be settled by payment by Bacs to CAF Bank Ltd, sort code 40-52-40, A/c No: 00006884. **Cash payments are not accepted.**

### ***Use of the Gallery in the Church***

Please note that the gallery area is closed for most Church services. If you intend to use the gallery for your event, you should consider the following points as part of your risk assessment:

- Appropriate levels of stewarding in the gallery area
- The height of the safety rail, particularly at the foot of the stairways.
- The two pews in the gallery area at the very front (looking directly down on the sides of the pulpit and platform area below) should not be used due to the particularly low height of the rail in this area)
- Risk of objects being dropped from the gallery onto people seated below
- Whether it is necessary to use the front row of pews in the gallery