

Conditions of room hire

General

The rooms may only be used by the User for the purpose and during the period indicated above

The church retains control, possession and management of the premises and may use common areas and rooms not included in the booking.

After the use, the rooms must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the User must ensure that all lights are turned out and all doors and windows properly secured.

The User has a responsibility to notify the church of any defect in the rooms or in any of the church's furniture or other equipment in the rooms.

The User must sign in the Register on arrival, and sign out on departure.

The User should ensure that any noise from the activities does not cause a disturbance to neighbours.

Payment

The church will invoice the User at least one month prior to the earliest booking date.

Payment should be made by BACS (details on the invoice) or by cheque payable to the church and sent to the Administrator at the address given on the invoice before the earliest booking date

OR

The church will invoice the User monthly in arrears

Payment should be made by BACS (details on the invoice) or by cheque payable to the church and sent to the Administrator at the address given on the invoice within 30 days

Any deposit provided will be refunded within seven days of the hiring unless there has been any damage to the rooms or the church's furniture and equipment for which the User is responsible. In the case of any damage the church shall be entitled to retain the whole or part of the deposit to cover the cost of repairs

Changes to the Booking

The church is entitled at any time on giving reasonable notice to the User to require the User to transfer if possible to alternative or comparable space and rooms elsewhere within the building. For a recurring booking if no suitable alternative rooms are available the church may cancel the booking for a given date.

Either party to this agreement may terminate the agreement by giving the other party two months' notice in writing.

The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.

Liability

The User agrees to provide all necessary materials to protect the rooms and other parts of the church from damage, and will be held responsible for any damage caused to the church's property by the action of any member of the activities while attending the activities in the church's premises.

The church will not be responsible for any equipment brought into the premises by the User.

The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the rooms apart from such injury or loss which arises from the church's responsibility for the general maintenance of the rooms.

The User will keep the church indemnified against any claims for which the church is not responsible and may be required to produce evidence of public liability insurance.

Safety

The User must comply with the provisions of the church's Health and Safety policy (available on request or from <https://www.brbc-horsham.org.uk/Publisher/File.aspx?id=231792>) and will ensure that all those using the rooms are aware of the appropriate safety procedures.

The User must familiarise themselves with the location of all fire alarm call points, firefighting equipment, exits and the assembly point and ensure that they can hear fire alarms when carrying out their activities.

The User must carry out their own risk assessment to ensure safe evacuation for all those attending the activities, particularly for any that may need assistance.

In the event of an evacuation, the User takes on the responsibility of Fire Warden as shown below and must ensure that those using the premises are evacuated safely.

Any electrical equipment brought in to the building for use by the User must be safety tested.

Where premises are to be used by children, the User must provide the church with a copy (or a link to a copy) of their Safeguarding Policy.

Catering

The User must ensure that during the use of the rooms that no person smokes and that no alcohol is supplied or consumed.

Food and/or drink may only be consumed in the Main Hall next to the Kitchen, the meeting rooms, the Sports Hall and the Street at the tables provided.

The use of the kitchen is limited to the preparation of light refreshments - the ovens or dishwasher may only be used by prior written agreement. The User must ensure that anyone preparing food has the necessary food and hygiene certificates.

Sound and Projection

The use of the AV system (computer, data projectors and screens) or the sound system (microphones, mixing desk, amplifiers and loudspeakers) in the Main Hall or Church may only be used by prior written agreement.