CHEPSTOW METHODIST CHURCH
TERMS AND CONDITIONS OF HIRE

All Hirers must abide by the following Terms and Conditions of Hire, as managed by the Church Property Team, for and on behalf of the Church Council.
"The Hirer" is the person arranging the booking of the facility. If the Hirer represents an organisation or group of persons, then the Hirer agrees to take responsibility and conform to the terms and conditions below on behalf of the organisation or group.

1. USE OF THE PREMISES

a) The Hirer shall be **18+ years** of age and will be responsible for the supervision and behaviour of all persons in their group admitted to the premises, together with being responsible for the fabric and contents of the premises during the hire period.
b) The church premises and contents must be left in the condition as found. All rooms used must be left in a clean and orderly condition. All tables and chairs should be folded/stacked as appropriate. Furniture borrowed from other rooms must be returned before departure.
c) The Hirer shall be responsible for the full cost of repair or replacement of any damage or loss caused to any part of the church premises and contents in connection with the hire or occurring within the hire period, including by third party persons gaining entrance due to e.g. doors being left unlocked.
d) All damage or loss must be reported to the Property Team or its representative (i.e. the Site Manager or Booking Officer) as soon as possible.
e) When more than one event is taking place at the same time, each hirer must show consideration to the other(s).
f) Any large amounts of rubbish are to be bagged and removed from the premises by the Hirer.
g) The Hirer is responsible for the safety of all persons at their event, for the safe and proper use of all equipment and complying with all relevant Health and Safety regulations.
h) It is not permitted to stick posters, decorations or the like to any part of the fabric of the premises without permission from the Property Team or its representative.

2. ACCESS AND SECURITY OF PREMISES

Access to the premises will be by arrangement with the Booking Officer at the time of booking. Generally speaking the Booking Officer or his nominated representative will be at the church at the start of the booking to let the Hirer in. However, on rare occasions a key may be issued. This will be issued a few days prior to the booking and signed for at the time of issue. In the event that keys are NOT issued, the main side door will be left in a self locking condition i.e. you will be able to exit via the door but will not gain re-entry. On leaving, all hirers must ensure that all windows opened are firmly shut; all lights used are turned out and all taps, in particular, in the toilets, are turned off. All outside doors used should be securely closed when leaving, i.e. the church front door (if used) is securely bolted, and that the two side door's handles spin freely. It is recommended that, where practical, hirers should "lock" themselves into the premises whilst in occupation, particularly if they are using first floor rooms. A mobile doorbell is provided for latecomers.
Hirers are reminded that they are responsible for any damage, etc. to the premises, and this includes damage by third party persons in the event that doors are left unlocked, and water damage if windows or skylights are left open.

3. CANCELLATION

The Property Team reserves the right to refuse any application, postpone, amend or cancel a hiring and revise the room hire charges at any time. Every effort will be made to give reasonable notice should any of these actions prove necessary.
The Hirer may cancel a booking greater than 7 days prior to the booking without any cost to themselves. Bookings cancelled within 7 days of the booking may still be charged, at the discretion of the Property Team or its representative. Bookings not cancelled, or cancelled within 24 hours will always be charged. The Property Team's decision is final.
Verbal cancellations, either directly or by telephone are NOT accepted, UNLESS confirmed either in writing, by email or by text message to the booking officer (contact details are on the church website).

4. ALCOHOL, SMOKING and GAMBLING

NO ALCOHOL shall be brought onto or consumed on the premises.

Smoking is PROHIBITED on any part of the premises.

Raffles held on the premises must conform to the following:

a) Prizes must be donated and no cash prizes should be offered.
b) Tickets can only be sold at the event and the result of the raffle given during the function.
c) Raffles must not be the major part of the event
d) Prize and gaming machines are not permitted.

5. EQUIPMENT

The Church Council accepts no responsibility for any stored equipment or other property brought onto or left on the premises.
The Hirer shall indemnify against all claims in respect of damage or loss of equipment arising as a result of the use of the premises by the Hirer.

6. INSURANCE

The Church Council does not undertake to maintain any insurance save that which is required by law. The Hirer shall take out adequate insurance to cover the Hirer, members of the Hirer's organisation and, in particular, Public Liability insurance against all claims arising as a result of the hire. The Hirer shall produce, on demand, the policy or any other evidence of cover to the Church Council, Property Team or their representative.

7. LICENCES

No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licences prior to the hire.
The Hirer

a) shall be responsible for obtaining any necessary approvals or licences in connection with the hire.
b) will comply with all conditions attaching to such approvals or licences.
c) will indemnify the church against all losses, costs, damages and expenses resulting from the failure to obtain such approvals or licences or from any failure to comply with the same.

8. CRB DISCLOSURES

If CRB disclosures are required by the Hirer and/or their helpers, because of the nature of the hire (e.g. for a children's group or vulnerable adults group), these should be obtained prior to the booking and should be shown, on demand, to the Property Team or their representative.

9. REFRESHMENTS

If refreshments are being served at the event/booking by the Hirer or by outside caterers, it is the Hirer's responsibility to ensure compliance with current Food Hygiene rules and regulations. Further information on requirements can be obtained from Monmouth County Council Food Hygiene Department.

10. INVOICES

Invoices for one-off events may be rendered and paid for on the day. Otherwise invoices (e.g. for block bookings) will be generally rendered during the first week of the following month. Invoices for "short" block bookings (e.g. one-off course bookings, etc. that span more than one month) will be invoiced either monthly, as above or at the end of the block booking.

11. ASSIGNMENT

The Hirer shall not assign the benefit of the Hiring agreement to any third party.

12. TERMINATION

The block hiring may be terminated by notice given by the Property Team if:

a) any fee is not paid within a reasonable time
b) any unacceptable behaviour is observed
c) any of the above conditions are not complied with or broken.

The Property Team's and Church Council's decision is final.
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