

## Conditions of Hire for St. Peter's Baptist Church (SPBC)

1. The person who signs the application will be considered by SPBC for all purposes to be the hirer. Where a promoting organisation is named in the application for hire that organisation will be considered to be the hirer and will be jointly and severally liable with the person who signs the application
2. SPBC reserves the right to impose further conditions on the hire of the church premises and may, at its absolute discretion and without reason being given, refuse to grant any application for the hire of rooms and facilities and cancel without notice any hiring previously accepted. (for example in the case of a funeral),
3. The charges for the hired accommodation and other sums payable by the hirer will be set out in the SPBC Scale of Charges.
4. SPBC may at its absolute discretion and without reason being given require a deposit to be given in addition to the charges for the accommodation. This deposit will be refundable after hiring provided there has been no breach of conditions.
5. All details submitted on the application form must be strictly adhered to and changes may only be made with the agreement in writing of SPBC.
6. The agreed times of use are inclusive of any time necessary for setting up for the and clearing up from the agreed usage. It is important that rooms are left clean, tidy and secure, including the removal of all hirer property. Furniture should be returned to its original place in the rooms as shown by the schedules displayed in the room. (SPBC reserves the right to dispose of any property left on the premises as it sees fit.) Any additional time used will be charged unless otherwise agreed with SPBC.
7. The hirer will, if requested by SPBC provide for approval a copy of the programme of any proposed letting.
8. The serving of a moderate amount of alcohol may be allowed at weddings, meals and other appropriate events with prior permission from SPBC.
9. Smoking is prohibited in all areas of the building, including the covered area Outside the main entrance.
10. No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences may be requested for production to SPBC before the commencement of the hiring. The hirer shall indemnify SPBC against any infringement of copyright which may occur during this hire.

11. The hirer shall not let, hire or licence any other person to let the hired premises or any part thereof.
12. The hire of the kitchen is at the discretion of SPBC. Additional regulations apply and should be read in conjunction with this document.
13. The hirer shall be responsible for compliance with any statutory provisions (including the preparation, display and sale of food for human consumption or to the sale of goods and services) and shall indemnify SPBC against any breach of statutory provision.
14. No bolts, nails, tacks, screws, pins, staples or other objects shall be driven into any part of the premises nor shall any placards or other articles be fixed without the written permission of SPBC.
15. No publicity or advertising material, flags, notices, emblems or other decorations shall be displayed within the premises and grounds or on any gates, wall fences and hedges forming the boundary of the premises without the previous permission of SPBC in writing.
16. No additional lighting or extensions from fittings nor audio/visual equipment shall be provided without the previous consent of SPBC and any such lights, extensions or equipment shall be disconnected or switched off if any authorised officer of SPBC so requires. When video, audio or other electrical equipment is brought onto the premises the hirer must ensure the electrical items are in good and satisfactory electrical working order and safe in every respect. No portable heaters are to be used. Use of the church's audio-visual equipment or office equipment will be by arrangement only and may incur an extra cost.
17. Permission must be obtained from SPBC for the use of Streamers or Confetti,
18. During the hiring the hirer shall be responsible for the efficient supervision of the hired premises including
  - a. the safe and appropriate supervision of children. (Use of the passenger lift must be supervised by an adult). Organised groups with children must operate an agreed child protection policy.
  - b. the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in an emergency.
  - c. the safety of the hired premises and the preservation of good order.

- d. ensuring all exit doors from the hired premises shall be kept available for exit during the whole of the time the hired premises are in use and no obstruction shall be placed in any corridor.
  - e. care must be taken not to disturb other groups using the building.
19. The hiring of accommodation does not include any right to Car parking facilities. Parking on adjoining roads may mean that future lettings may not be possible.
  20. The right of entry to the hired premises is reserved at any time during the hiring to any SPBC staff member, any police officer on duty or the equivalent,
  21. During the hire, the hirer shall ensure compliance with all reasonable conditions required by SPBC,
  22. Any complaint arising out of the hiring should be made in writing to SPBC within 7 days of the incident.
  23. Any accidents/incidents occurring during the usage of the premises must be recorded in the accident/incident book and if possible reported verbally to the church office.
  24. No gambling shall be permitted.
  25. Nothing shall be done by the hirer that will damage the reputation of SPBC.
  26. The hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the hired premises (or any other part of the building) or to any part or parts thereof or to fittings, equipment or other property therein and shall make good and pay for the damage thereof (including accidental damage) caused by any act or neglect of the hirer, the hirer's servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by the hirer, Any damage needs to be reported to the church office.
  27. SPBC shall not be liable for any loss due to breakdown of equipment, failure of supply of electricity, gas or water, leakage of water, fire, government restrictions, strike, Act of nature, or any unforeseen circumstances which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
  28. SPBC will require any hirer to disclose to them the arrangements (including any insurance in relation to any liability) made or effected by the hirer for damage accepted by the hirer, or in relation to any indemnity hereby given.